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Title: Income Auditor Supervisor
职位名称 收入审计主管

Department: Finance
部门 财务部

Hierarchy: Reporting to Income Auditor Manager
等级 向收入审计经理汇报

Direct Subordinates: Income Audit Clerk
直接下属 收入审计文员

Indirect Subordinates: N/A
间接下属 不适用

Category/Level: Level 6
类别/级别 6级


Scope/ 职责范围:

To ensure all revenues generated in the Hotel are recorded timely, accurately, properly valued, correctly classified and report discrepancies on a timely basis. Ensure the hotel's credit policy implement.

确保所有酒店内发生的收入均按酒店收入规章制度被按时地准确地记录，恰当地评价，正确地分类。负责编制每天收入晨报及相关收入统计数据。

Responsibilities and Obligations/ 责任和义务:

- Every morning and to review the housekeeping revenue is responsible for the preparation of Opera system statistical accuracy, have need to front desk supervisor put forward opinions and adjust the room revenue of yesterday.
每天负责编制Opera系统收入晨报并审核客房部收入统计准确性，有需要可向前台主管提出意见并调整昨天的客房营业收入。
- Responsible for daily room revenue of market participators analysis table
每天负责编制客房收入之市场客源分析表。
- Responsible for preparation of hotel food and beverage revenue analysis table every day
每天负责编制酒店餐饮食品饮料收入分析表
- Determine the number of food report every day, and for the cost control manager and the finance department copy of the relevant information.
每天确定食品人数的报告，并为成本控制经理及财务部复印各相关资料。
- Input income certificate.
输入收入凭证。
- Control of all the restaurants use receipts, and check the receipt of the number of the continuity, to ensure that cancel the receipt also recorded accordingly.
控制所有餐厅使用的收据，并检查收据号码的连贯性，确保取消的收据也相应的记录在册。
Review all food and beverage sales by the following way:

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通过以下方式审核所有食品和酒水的销售：

①when the correct guest billing records.时纠正客人帐单记录。

②Check restaurant has with bill.查餐厅已用帐单。

③All invalid bills, change the bill and the outstanding bill to restaurant manager or supervisor for approval.

所有作废帐单，更改帐单及未结帐帐单交与餐厅主管或经理批准。

④Buffet income, especially in settlement of the bill by cash, prevent to reuse the same bill to check again, to ensure that all revenue is recorded.

监控自助餐收入，特别是用现金结算的帐单，防止重复使用同一帐单再次结帐，以确保所有收入都被记录下来。

⑤Guaranteed to follow the party control system.

保遵循宴会控制制度。

⑥Check the restaurant sales in line with computer records.

核对餐厅销售收入与电脑记录一致。

- Ensure that all of the detailed voucher discount and miscellaneous income have a related support;. All discounts must follow the financial policy.Will all the daily discount, miscellaneous income and cash advances, after summarizing the financial director and general manager for approval.

确保所有的折扣和杂项收入都有相关的详细凭单支持；。所有折扣必须遵循财务政策。将每日所有的折扣，杂项收入及现金垫付汇总后将财务总监及总经理审批。

- Control all the free coupons, coupons, and voucher properly control and keeping the special audit hotel promotion revenue bills.

控制所有的优惠券、免费券，及凭单妥善控制及保管，审核酒店特别推广活动收入票据。

- Audit the daily general cashier summary table and the Banks into bills are consistent.

审计每天总出纳汇总表和银行进帐单是否一致。

- Audit and adjust every guest down payment, and make sure the payment has been in place.

审计和调节每天客人预付定金，并确保付款已到位。

- Periodically check the site together with the general cashier deposit, and save the cash register at each operating point data records.

与总出纳一起定期检查各站点备用金，并保存各营业点收银机数据记录。

- Adjust income of discovery cashier error early every day.


每天调节有关发现收款员前期发生错误的收入。

- Good communication with all hotel revenue department supervisor, check hotel collection work well

与所有酒店收入部门主管良好沟通，把酒店收款工作把关做好

Security, Safety and Health /保障，安全及健康:

- Maintains high confidentiality in regards to guest privacy.
关于客人隐私，保持高度机密性。

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- Reports any suspicious behaviour of guests and staff to the General Manager and Security.
如遇客人或员工有任何可疑行为，及时向总经理及安保部门反映。
- Notifies housekeeper regarding lost and found objects.
遇到任何遗失物品，及时告知客房部。
- Ensures that all potential and real hazards are reported appropriately immediately.
适时及时地报告任何潜在或真实的危险。
- Fully understands the hotel's fire, emergency, and bomb procedures.
熟知酒店火灾，紧急情况以及爆炸疏散预案。
- Follows emergency procedures to provide for the security and safety of guests and employees.
遵循应急程序以确保客人和员工的安全。
- Works in a safe manner that does not harm or injure self or others.
以文明安全的方式工作，避免伤及自身及他人。
- Anticipates possible and probable hazards and conditions and notifies the Manager.
预见可能的危险和情况，并及时告知经理。
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and Conduct.
保持最佳的个人卫生，着装，仪容仪表，肢体语言及行为。

Competencies/能力要求:

Good knowledge of MS Office, Sun Systems 4.0, Opera/PMS and similar industry systems
熟悉MS office、Sun Systems 4.0、Opera/PMS等类似的同行业办公软件

Interrelations/相互联系:

Liaises with all departments
与所有部门保持联络


Work Conditions/工作条件:

Regular hours with extra times occasionally
正常工作时间，偶尔伴有加班时间。

Date : _____
日期

Reviewed By : _____
审核人

Approved By : _____
审批人

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I _____ understand and agree to the above Job Description and that as a policy of XYZ Hotels & Resorts, it is the responsibility of all Employees, to be both willing to teach, in order to help colleagues reach their full potential and willing and accepting to learn, in order to progress and improve personal abilities, resulting in maximum guest satisfaction.

本人_____已了解并认可以上岗位职责，并知晓此岗位职责将作为海拉尔百府悦酒店的政策方针。乐于教授及乐于并接受学习是所有员工的职责。教授将帮助我们的同事发挥他们自身最大的潜能；乐于并接受学习将发展并提升个人技能。两者的最终目标是谋求最大的客人满意度。

Employee Signature
员工签字

Date
日期