



Fogo Island Inn is an initiative of Shorefast, whose mission is to build cultural and economic resilience on Fogo Island and promote community well-being by building and sharing new models of economic development. By 'holding on and reaching out', Shorefast works with hospitality, art, technology, business, and design to enhance and share the natural assets of place.

The **Night Auditor**, based at Fogo Island Inn, will excel in a fast-paced and energetic environment. The **Night Auditor** will be responsible for processing charges on guest accounts using hotel management systems.

#### **General responsibilities**

- Reconcile daily financial transactions of the Inn
- Audit guest accounts for missing or incorrectly posted charges to accounting
- Flag and report discrepancies or violation of financial control policies & systems
- Verify compliance with travel agency contracts as it applies to guest charges/credits
- Prepare daily reports for departments where necessary
- Review end-of-shift reports to ensure proper workflow processes are followed
- Check in/out guests on the reservation system
- Other responsibilities, as necessary, to enhance the guest experience

#### **The ideal candidate:**

- Has a high attention to accuracy and detail
- Ability to analyze multiple datasets
- Ability to problem solve, and make decisive actions in an individual working environment
- Excellent written and verbal communication skills
- Ability to excel in a deadline orientated environment

#### **What we offer:**

- An engaged, highly supportive, and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization

#### **To Apply:**

Submit a cover letter & resume to [careers@fogoislandinn.ca](mailto:careers@fogoislandinn.ca), subject line "**Night Auditor**"

Deadline for Applications: **Until Filled.**

Questions about this position may be directed to: Gail Dwyer, [gaildwyer@fogoislandinn.ca](mailto:gaildwyer@fogoislandinn.ca)

About Shorefast: [www.shorefast.org](http://www.shorefast.org) | [www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.fogoislandworkshops.ca](http://www.fogoislandworkshops.ca)

About Shorefast & Fogo Island: [Strange and Familiar](#)