

Position: Night Auditor

Reporting Relationship: Accountant

Location: ONE GT, Grand Cayman - Goring Avenue Grand Cayman, Cayman Islands KY1-1105

Work Type: 100% On-Site

Position Summary: The Night Auditor at ONE GT, Grand Cayman will play a key role in ensuring the smooth overnight operation of the hotel by balancing daily financial transactions and providing attentive guest service. This position is responsible for reconciling accounts, preparing summary reports, and verifying the accuracy of room charges, payments, and revenues across all outlets. The Night Auditor will also oversee late-night guest check-ins and departures, respond to inquiries with professionalism, and maintain a secure and welcoming environment throughout the night. This role supports the finance and front office teams while contributing to the hotel's reputation for excellence in both hospitality and operational accuracy.

About ONE GT (Grand Cayman): Expected to open by the end of 2025, ONE GT is Grand Cayman's premier luxury urban residential resort. Located in the heart of George Town, our 10-story landmark features the island's only rooftop infinite-edge pool, high-end dining options, a pastry café, and stunning 360-degree views. The resort is steps away from luxury shopping, gourmet dining, and cultural landmarks, offering a seamless balance of productivity and relaxation. ONE GT has been awarded the 5-star winner and nominee for several regional awards and won Best Hotel Architecture Cayman Islands and Best New Hotel Construction & Design.

About Remington Hospitality: ONE GT, Grand Cayman is managed by Remington Hospitality. When you build a career at Remington, you achieve success, growth, and friendships. We offer endless opportunities and so many reasons to stay with us. As a team, we roll up our sleeves to take care of our guests and celebrate success together. Expectations are clear, collaboration is encouraged, and opportunity is there if you reach for it. Come join us and succeed in our dynamic culture where you are valued and appreciated.

Core Responsibilities:

- Perform all daily audit functions for the front office and each outlet of the hotel.
- Review room and related service/tax charges within PMS system for accuracy, immediately correcting any errors. Ensure all house charges are posted accurately and in a timely fashion.
- Complete back-up of front office computer system and night audit program daily (if applicable).
- Complete the rebuilding of the front office system, reservation and other related computer maintenance (if applicable).
- Understand, know and follow management company's accounting and credit policies and procedures.
- Responsible for all front desk functions during the Overnight shift, including check-ins, check-outs, payments, reservations, PBX operation, etc. Guests should be treated promptly, warmly, courteously and professionally.
- Perform other duties as assigned, including assisting guests arriving and departing the hotel.
- Coordinating any overnight employees' needs as the overnight point of contact.



Knowledge, Skills, and Competencies:

- High school diploma (required).
- Certificate or Diploma in Accounting, or Business (preferred).
- Certification in hotel systems (Opera, Fidelio, or similar PMS) is an asset.
- Minimum 1 year's front desk or accounting experience in hospitality.
- Previous night audit experience preferred.
- Strong financial acumen and attention to detail.
- Excellent numerical and analytical skills.
- Strong communication and guest service abilities.
- Proficiency in Microsoft Office and hotel PMS systems.
- Ability to work independently and handle overnight operations.
- Organized, accurate, and able to meet deadlines under pressure

Additional Requirements: This job description is not an exhaustive list of all job functions required for this position. Additional duties may be assigned as needed based on business demands.

Preference will be given to Caymanians and Permanent Resident Holders (P.R. & RERC Holder)

