

Sales Auditor

Job Title

CL223S

Job Code

Sales Audit Team Leader

Reports to

Finance

Division

02

Grade

June 8, 2012

Date

**DOLLYWOOD
POSITION DESCRIPTION**

- I. **Job Duties position exists to perform:**
1. Balance and reconcile Sales/Ticket registers.
 2. Perform on-park "surprise" register audits.
 3. Data input for sales/tickets/deposits.
 4. Process and balance credit card sales.
 5. Input and balance attendance daily.
 6. Resolution of over/shorts w/management.
 7. Assist in training cashiers.
 8. Answer phone and resolve issues.
 9. File daily sales information and reports.
 10. Transport supplies to and from park.
 11. Keep work area neat and clean.
 12. Management retains the discretion to add or change the duties of this position at anytime.
- II. **Educational/Experience/Skill requirements:**
1. High School diploma or GED.
 2. Proficient in the use of Excel spreadsheets.
 3. Ability to operate a 10 key calculator.
 4. Good telephone skills and the ability to deal with multiple lines.
 5. Experience with money handling to perform audits.
 6. Legible handwriting for report composition.
 7. Valid drivers license and proof stae required of insurance.
 9. Ability to speak, read and write in English.
 10. Must be 18 or older.
 11. Pass credit and background check.
- III. **Personality/Attitude requirements:**
1. Able to project Dollywood's image by being genuinely friendly and caring and by taking pride in their work.
 2. Must be self-motivated and disciplined.
 3. Must be able to prioritize and complete work assignments on a timely basis.
 4. Must maintain strict confidentiality and judgment regarding privileged information.
 5. Must display and live out Servant Qualities by being: patient, kind, humble, respectful, selfless, forgiving, honest and committed.
 6. Must be willing to constantly improve.
 7. Must have professional appearance with good personal hygiene.
 8. Must promote and support a "team" work environment by cooperating and helping co-workers.
 9. Must adapt to changes easily.
 10. Must tolerate a fast-paced, hectic environment.
 11. Must show appreciation to others

13. Honest and dependable.
14. Must be sensitive to the needs of our Guests and feel empowered to take action to meet their needs within company guidelines.

IV. Essential functions absolutely necessary to perform job duties include but are not limited to:

1. Able to display and live out Servant Qualities by being: patient, kind, humble, respectful, selfless, forgiving, honest and committed.
2. Able to hear, see and speak.
3. Able to speak, read and write English.
4. Able to smile and make eye contact to make a friendly impression when greeting guests, vendors and other employees.
5. Must have manual dexterity necessary to complete all job duties.
6. Able to sit and/or stand for long/short periods.
7. Able to maintain good personal hygiene.
8. Able to get along with other employees to work out problems and resolve conflicts. (Able to work cooperatively with others.)
9. Able to comprehend instructions and retain information.
10. Able to maintain dependable work attendance and flexibility with assigned work schedules including any required overtime, evenings, weekends and holidays.
11. Able to tolerate a fast-paced, hectic environment.
12. Able to be flexible to handle frequent changes in priorities.
13. Able to prioritize tasks and complete assignments on time
14. Able to report to work without being under the influence of or smelling of alcohol.
15. Able to analyze information for daily sales reconciliation.
16. Able to lift and carry 20 lbs.
17. Able to withstand temperature ranges from 32 to 95 degrees and various climatic conditions (i.e., humidity/wetness, dryness/sunlight)
18. Able to accommodate changes in assignments, accepts change easily.
19. Able to perform other duties as assigned.

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