

Daniel N Hurley

Objective Guest Services/Accounting Technician

Experience

Aug 14 – Present Hampton / Best Western Plus Bellingham WA
NIGHT AUDITOR / GSA

- Verified Hotel revenues, settlements, Inputted guests' reservations, Closed PMS for current business day, and allocated data into management spreadsheet(s), and distributed reports

May 09 – Jun 11 Courtyard - Sage Hospitality Portland OR
ACCOUNTING CLERK

- Maintained AR
- Uploaded Bi-Weekly Payroll thru ADP system
- Verified Hotel/Restaurant revenue, settlements, and allocated data into management spreadsheet(s), and distributed reports

Aug 07 – Apr 09 Hotel deLuxe Portland OR
ACCOUNTING CLERK SUPERVISOR

- Maintained AP, AR.
- Verified Restaurant revenue, settlements, and allocated data into management spreadsheet(s), and distributed reports
- Month End Inventory of Restaurant

May 05 – Aug 07 Hilton Vancouver Vancouver WA
NIGHT AUDITOR SUPVISOR/ACCOUNTING CLERK

- Supervised, Trained Night Audit staff.
- Night Manger Duties, MOD.
- Verified charges to guest accounts and POS System.
- Assisted Asst Dir of Finance in account reconciling.
- Assisted in A/R, Payroll, and General Cashier duties.
- Month End Inventory of Restaurant, and Purchasing Department.

Jul 05 to Jun 07 Westin Portland Portland OR
INCOME AUDITOR PT

- Verification of Restaurant, and incidental charges to guest receipt.
- Verified Credit Card charges, and batching, through Hotel PMS.

1999 – 2005 Promus Hotel / DoubleTree Hotel Portland OR
LEAD NIGHT AUDITOR

- Trained, Supervised Night Audit staff.
- Night Manger Duties, MOD.
- Verified charges to guest accounts and accounting ledger.
- Created Excel files to speed up productivity, and accuracy.
- End of month Inventory of departments.

Knowledge

2013 – 2016 Western Washington University Bellingham WA

- Bachelor of Arts Degree

1990 - 1993 Peninsula College Port Angeles WA

- Associate of Arts Degree
- Associate of Pre-Professional Studies in Business Management

1984 - 1988 U. S. Navy Norfolk VA

- Storekeeper. Ended enlistment as E4, with a Honorable Discharge