



POST: March 19th, 2024 DEADLINE: Until Filled

JOB DESCRIPTION

POSITION: **Revenue Audit Manager**

DEPARTMENT: **Accounting**

REPORTS TO: **Director of Finance**

LOCATION: **Casino Resort**

EMPLOYMENT: **Full-Time**

SALARY/PAY RATE: **\$19.25-\$25.00 per hour (Exempt) D.O.E**

LICENSE STATUS: **Key-Employee**

DESCRIPTION:

The Revenue Audit Manager is responsible for the oversight of the daily revenue and compliance audit process including supervision of revenue audit clerks. The Revenue Audit Manager ensures: all gaming and non-gaming audits are completed timely and accurately, all instances of non-compliance with internal controls are properly documented and communicated to appropriate management and regulatory personnel, and month end duties are performed as assigned. This position assists the Director of Finance in ensuring compliance with tribal internal control standards.

RESPONSIBILITIES:

- Provides guidance and daily oversight of revenue audit clerks.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Accounting Department Policy and Procedure Manual
- Prepares, reviews, and distributes preliminary daily revenue reports to management.
- Prepares and submits journal entries to record transactions consistently, properly, and accurately with generally accepted accounting principles.
- Ensures audits are performed by a revenue audit clerk independent of the transactions being audited.
- Ensures random audits are performed of cage, drop and table games procedures to ensure compliance with tribal internal controls.
- Ensures audits are performed of gaming promotions and player tracking, observations are properly documented, and exceptions noted.

- Ensures all revenue audit exceptions are properly documented and notifications are provided to casino management and Lac Vieux Desert Gaming Regulatory Commission, if required.
- Ensures a review of table games and slots statistical reports, documentation of any large or unusual variances noted and follow up properly conducted.
- Reviews cash over/short variance reports for compliance and timely notification to departments.
- Review comp reports for accuracy, compliance, and timely notification to departments.
- Prepares and submits W-2G's, 1099s and 945s to the IRS.
- Maintains regular and effective communication with other department managers regarding changes in day-to-day operations.
- Performs monthly account reconciliations for revenue audit related accounts.
- Evaluates and proposes updates to revenue audit policies and procedures to ensure efficiency and compliance with applicable regulations.
- Assists Compliance Officer with monitoring and reporting of Bank Secrecy Act (BSA)/Anti-Money Laundering (AML) regulations as needed.
- Assists with year-end audits, other special projects or general accounting functions as assigned.
- Other tasks that may be assigned by management.

MINIMUM QUALIFICATIONS:

- Associate degree in accounting and/or a minimum of 3 years accounting or finance experience.
- Two to three years of experience working in a casino.
- Strong understanding of generally accepted accounting principles (GAAP).
- Solid knowledge of MICS and BSA/AML laws regarding regulatory compliance and reporting.
- Excellent written and strong communication skills.
- Proficient in Microsoft Office applications including Excel and Word.
- Must possess strong analytical, critical thinking and problem-solving skills.
- Proven ability to track and manage several projects simultaneously.
- Exceptionally motivated, organized and detail oriented.
- Ability to function well in a team-orientated environment.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License

PREFERRED QUALIFICATIONS

- Two plus years of casino accounting experience.
- One to two years of management or supervisory experience.
- Strong knowledge of casino management systems (such as Konami, IGT), point of sale systems (such as InfoGenesis) and check cashing systems (such as Everi, Global Pay).

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**

- All Others

Date Approved by LVD Gaming Commission: 05/16/2023.

Date approved by Tribal Council: 08/29/2023.

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Sign _____ Date _____