



**POSTED: June 23<sup>rd</sup>, 2022**

**Deadline: Until Filled**

### **JOB DESCRIPTION**

**POSITION:** Revenue Audit Clerk

**DEPARTMENT:** Accounting

**REPORTS TO:** Revenue Audit Manager

**LOCATION:** Resort

**EMPLOYMENT:** Full-Time

**SALARY/PAY RATE:** \$14.00 - \$17.00 (D.O.E)

### **DESCRIPTION:**

Under direction of the Revenue Audit Manager, the revenue audit clerk is responsible for timely and accurate completion and documentation of the daily revenue and compliance audit process. This position assists the Revenue Audit Manager in ensuring compliance with tribal internal control standards.

### **RESPONSIBILITIES:**

- Prepares, reviews and distributes preliminary daily revenue reports to management
- Prepares supporting documentation for journal entries to properly and accurately record transactions consistent with generally accepted accounting principles
- Performs random audits of cage, drop and table games procedures to ensure compliance with tribal internal controls
- Performs gaming promotions and player tracking audits, properly documents observations and notes any exceptions identified
- Properly documents all revenue audit exceptions and notifies appropriate casino management
- Reviews table games and slots statistical reports, documents of any large or unusual variances noted and conducts proper follow up
- Completes cash over/short variance reports for compliance and timely notification to departments
- Reviews 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 departments regarding changes in day-to-day operations
- Assists with monitoring and reporting of Bank Secrecy Act (BSA)/Anti-Money Laundering (AML) regulations as requested

- Assists with year-end audit and other special projects as assigned
- Other tasks that may be assigned by management.

**MINIMUM QUALIFICATIONS:**

- High school diploma/GED required
- Six months previous work experience in the gaming or accounting/audit industry
- Excellent written and verbal communication skills
- Proficient in Microsoft Office applications including Excel and Word
- Ability and eagerness to learn new computer systems
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- 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 gaming or accounting/audit work experience
- Strong knowledge of casino management systems (such as Konami, IGT), points of sale systems (such as InfoGenesis) and check cashing systems (such as Everi, Global Pay)
- Knowledge of MICS and BSA/AML laws regarding regulatory compliance and reporting

*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*

**Date Approved by the Public Enterprise Finance Commission (PEFC): 10/26/2021**

**Northern Waters Casino Resort**

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**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_