

# \*\* EXTERNAL/INTERNAL POSITION OPENING REVENUE AUDIT CLERK

8am-4pm

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**RATE OF PAY:** Depending upon experience

**LOCATION:** Seven Clans Casino –Warroad, MN

**OPENS:** 01/05/2022

**CLOSES:** Until Filled

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## **POSITION OBJECTIVES:**

Under the direct supervision of the Revenue Audit Manager is responsible to conduct the daily audit of revenue centers of Seven Clans Casinos.

## **DUTIES AND RESPONSIBILITIES:**

- Reviews data to ensure accuracy of revenue audit areas. Reviews data for compliance of accounting controls and procedures.
- Examines sales tapes, balance sheets, transfers and expense support to determine daily sales transactions.
- Verifies transactions for revenue centers, count teams, Cage/Vault and other required areas, including coupon usage.
- Conducts investigations to identify, correct and recommend changes for discrepancies.
- Enters slot machine information into slot accounting software, in accordance to established procedures.
- Corrects errors and lists discrepancies for adjustments. Makes report of discrepancy to appropriate personnel.
- Conducts random and pre-established testing of transactions, scale accuracies and slot machine recordings.
- Compiles reports to show statistics such as percentage of house promotion to sales per revenue center.
- Maintains accurate and complete filing system.

## **REQUIRED QUALIFICATIONS:**

- It is required the Revenue Audit Clerk have High School diploma or GED.
- Knowledge of Microsoft Word and Microsoft Excel.

- Requires basic knowledge of accounting skills, typing skills and the ability to work a 10-Key calculator.
- Attention to details- able to follow detailed procedures and ensures accuracy with documentation and data, carefully monitors paperwork received, able to concentrate on routine work details and organizes and maintains all Revenue Audit Spreadsheets with accurate information.
- Ability to interpret complex information and enter onto spreadsheets.
- Ability to perform a wide variety of tasks and is able to change focus and transition effectively from task to task.
- Undertakes additional responsibilities and responds to situations as they arise without close supervision.
- Ability to communicate clearly and concisely through verbal and written words within the department and with others outside of the department.
- Able to maintain high standards in work output despite pressing deadlines.
- Completes work correctly the first time and reinforces excellence as a fundamental priority
- Able to work in an extremely close environment and to have interaction with co-workers in a professional manner.

**SEND COMPLETE APPLICATION/RESUME REQUEST TO:**

[www.sevenclanscasino.com](http://www.sevenclanscasino.com)- HR Office -1-800-815 8293 Karen ext. 36040 or  
Sam ext. 36041  
34966 605<sup>th</sup> Ave. Warroad MN 56763