

# \*\* EXTERNAL POSITION OPENING \*\*

## REVENUE AUDIT CLERK

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**RATE OF PAY:** Depending upon experience  
**LOCATION:** Seven Clans Casino – Thief River Falls, MN  
**OPENS:** December 17, 2019  
**CLOSES:** Until Filled

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### **POSITION OBJECTIVES:**

Under the direct supervision of the General Manager, Accounting Manager is responsible to conduct the daily audit of revenue centers of Seven Clans Casino/TRF.

### **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.
- Investigates, verifies, 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 and at least a two year vocational degree or extensive experience.

### **SEND COMPLETE RESUME/TRANSFER REQUEST TO:**

[victoria.mostrom@7clans.com](mailto:victoria.mostrom@7clans.com) Human Resources Office,  
20595 Center St E. Thief River Falls, MN 56701 1800-881-0712  
[www.sevenclanscasino.com](http://www.sevenclanscasino.com)