** EXTERNAL POSITION OPENING **
REVENUE AUDIT CLERK

RATE OF PAY: Depending upon experience
LOCATION: Warroad, MN
OPENS: August 31, 2026
CLOSES: Until Filled

POSITION OBJECTIVES:

Under the direct supervision of the Revenue Audit Manager, the Revenue Audit Clerk is responsible to conduct the daily audit of revenue centers of Seven Clans Casino/WR.

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.

Benefits:

- Medical, Dental, & Vision
- Free $50,000 Life Insurance
- 401K Retirement Plan with up to 5% employer match
- Earn PTO Bi-Weekly- 19+ days per year
- Flexible Shifts
- Additional Pay $1 per hour on Weekends
- 13 Holidays- Double Pay

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 Human Resources Office,
www.sevenclanscasino.com