



JOB DESCRIPTION

POSITION TITLE: Revenue Auditor
DEPARTMENT: Accounting
SALARY: DOQ
POSTING DATES: 10/2/17-10/16/17

POSITION SUMMARY: This position reports to the Revenue Audit Manager. The incumbent will work as a member of the auditing team, with primary responsibility for the audit of all revenue center activity. The position requires a high level of confidentiality.

ESSENTIAL JOB FUNCTIONS: *The list that follows is not intended to be comprehensive; it is intended to provide a representative summary of the major duties and responsibilities. Employee will be required to follow any other job-related instructions and to perform any other duties requested by his or her supervisor.*

- Audits/reconciles daily activity of the cage, drop, vault and all revenue centers as assigned. This included, but is not limited to, Class II and III gaming, non-gaming, promotional and other activities.
- Follow established procedures in the audit of all areas.
- Prepares daily reports for management.
- Prepares and enters daily General Ledger entries to record revenue center activity.
- Must document and report exceptions/variances to affected departments.
- Maintain W2G and 1042S records.
- Maintains slot machine history file.
- Assists Revenue Audit Manager in audits of various departments.
- Reconciles various activity accounts as assigned.
- Prepares special analysis reports for management.
- Assists in maintaining records in storage.
- Documents Title 31/SARC compliance. Reports non-compliance to the Revenue Audit Manager.
- Other duties as may be assigned.

JOB REQUIREMENTS:

Education, Experience, and Certifications:

- Two-year Accounting Degree or comparable cage/revenue audit experience.
- Analytical (problem solving) skills.
- Competent in the use of computerized spreadsheets (Microsoft Excel preferred).
- Cash/reconciliation experience.
- Excellent verbal, written and communication skills.
- Requires dependable, mature individual.

EMPLOYMENT STATUS:

This is full-time, non-exempt position with full benefits. Must work weekends/Holidays on a rotating schedule. Submit application to the Spirit Lake Casino & Resort Human Resources Department, 7889 Hwy. 57, St. Michael, ND 58370, Phone (701) 766-4747, Fax (701) 766-1509. Native American preference applies.