



Tolowa Dee-ni' Nation/Lucky 7 Casino



Position Description

Title: Revenue Auditor

Department: (30) Administration and Gaming Management

Class: Clerical

FLSA: Non-Exempt

Status: Full Time

Pay Grade: VI

Supervisor: Controller

Subordinates: None

Effective Date: Revised July 2014

Position Summary:

The primary purpose of the Revenue Auditor is to perform audit functions of all gaming and non-gaming revenues under the direct supervision of the Controller. Revenue Auditor is also responsible for knowing and complying with all applicable rules and regulations including; Tribal, Federal and State requirements.

Essential Duties and Responsibilities:

- Responsible for the required daily auditing of Soft Count, Bingo, Video, Food and Beverage, Table Games, Gift Shop, Hotel, Marketing, Customer Service Representatives, Cage, and Fuel Mart.
- Conduct inventories of Bingo and submits reports to Management.
- Responsible for the organization of Casino documents, filing and preparation of documents for storage.
- Work as a team player and maintain a courteous and professional attitude at all times in order to ensure a smooth and consistent level of efficient customer service.
- Follow internal rules, regulations, policies and procedures as set forth by Department Management.
- Responsible for completing monthly reports for participation machines.
- Completing analytical reports and forwarding them to appropriate personnel.
- Quarterly meter readings for multi games multi-denom.
- Perform all soft count functions acting as a backup.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High School Diploma or equivalent.
- Associated Degree in Business Administration or closely related field with six months of office experience, or one to two years related administrative experience.
- Ability to type a minimum of forty (40) words per minute.
- MS Office software experience (Word, Excel, and Access etc.)
- Must be able to lift thirty pounds on an infrequent basis.

- Must have outgoing personality.
- Be able to interact effectively with all employees and customers.
- Be able to make decisions based on facts that are impartial and unbiased.
- Experience in developing and maintaining a team environment.
- Time management skills, to manage multiple priorities.
- General knowledge of the Casino Industry.
- Experience working with personal computers.
- Must submit to and clear a pre-employment drug and alcohol screen.
- Qualified Indian Preference applies.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Must have the ability to write routine reports and correspondence.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

Reasoning Ability:

Must have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations:

Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand walk use hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 30 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

While performing the duties of this job, the employee is occasionally exposed to cigarette smoke. The noise level in the work environment is usually moderate. Moderate noise (examples: business office with computers and printers, light traffic).

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____