

Mazatzal Hotel & Casino

JOB ANNOUNCEMENT

POSITION: Audit Clerk
DEPARTMENT: Accounting
STATUS: Full-time
SHIFT: Days/Weekends
GRADE: \$D.O.E

NUMBER OF POSITIONS: 1
REPORTS TO: Audit Supervisor

JOB SUMMARY:

Perform complex auditing work accountability of all revenue records for casino and to ensure compliance with applicable Casino Policies and Procedures.

ESSENTIAL JOB FUNCTIONS:

- * Ensures accuracy of revenue records by performing audits on all operating departments and reconciling to actual receipts.
- * Responsible for examining, analyzing and interpreting audit records.
- * Responsible for the investigation of discrepancies in reconciliation's and the notification to appropriate personnel.
- * Work as a team to conduct the audit of the whole casino floor.
- * Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS:

- * High School or GED required.
- * Must have knowledge of accounting and finance
- * Must have accounting experience/problem solving
- * Must have good organizational skills and excellent communication skills.
- * Skill in preparing and maintaining records, written reports and responding to correspondence.
- * Must be proficient in Excel and Microsoft Word and ability to operate a 10-key

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- * Physically mobile with reasonable accommodations to sit for long periods of time.
- * Must have bending mobility to reach, kneel, twist and grip items while working at assigned desk area.
- * Read, write, speak and understand English.
- * Operate in mentally and physically stressful situations.
- * Must be able to lift up 15 pounds and carry up to 15 pounds.
- * Must have manual dexterity and coordination to operate office equipment.