

# Mazatzal Hotel & Casino

## JOB ANNOUNCEMENT

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

**NUMBER OF POSITIONS:** 1  
**REPORTS TO:** Audit Lead

### 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
- \* Must be Self-Motivated

### PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- \* Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from medical doctor.
- \* 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 25 pounds and carry up to 30 pounds.
- \* Must have manual dexterity and coordination to operate office equipment.