



POSTED: September 28th, 2023

DEADLINE: Until Filled

JOB DESCRIPTION

POSITION: Revenue Audit Clerk

DEPARTMENT: Accounting

REPORTS TO: Revenue Audit Manager

LOCATION: Resort

EMPLOYMENT: Part Time

SALARY/PAY RATE: \$14.00 - \$17.00 (Non-Exempt) D.O.E

LICENSE STATUS: Key-Employee

DESCRIPTION:

Under the direction of the Revenue Audit Manager, the revenue audit clerk is responsible for timely and accurate completion and documentation of the daily revenue and compliance audit process. This position assists the Revenue Audit Manager in ensuring compliance with tribal internal control standards.

RESPONSIBILITIES:

- Prepares, reviews, and distributes preliminary daily revenue reports to management.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Accounting Department Policy, and Procedure Manual.
- Prepares supporting documentation for journal entries to record transactions consistently, properly, and accurately with generally accepted accounting principles.
- Performs random audits of cage, drop and table games procedures to ensure compliance with tribal internal controls.
- Performs gaming promotions and player tracking audits, properly documents observations, and notes any exceptions identified.
- Properly documents all revenue audit exceptions and notifies appropriate casino management.
- Reviews table games and slots statistical reports, documents of any large or unusual variances noted and conducts proper follow up.
- Completes cash over/short variance reports for compliance and timely notification to departments.

- Reviews comp reports for accuracy, compliance, and timely notification to departments.
- Prepares and submits W-2G's, 1099s and 945s to the IRS.
- Maintains regular and effective communication with other departments regarding changes in day-to-day operations.
- Assists with monitoring and reporting of Bank Secrecy Act (BSA)/Anti-Money Laundering (AML) regulations as requested.
- Assists with year-end audit and other special projects as assigned.
- Other tasks that may be assigned by management.

MINIMUM QUALIFICATIONS:

- High school diploma/GED required.
- Six months previous work experience in the gaming or accounting/audit industry.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office applications including Excel and Word.
- Ability and eagerness to learn new computer systems.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Exceptionally motivated, organized and detail oriented.
- Ability to function well in a team-orientated environment.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

PREFERRED QUALIFICATIONS

- Two plus years of gaming or accounting/audit work experience.
- Strong knowledge of casino management systems (such as Konami, IGT), points of sale systems (such as InfoGenesis) and check cashing systems (such as Everi, Global Pay).
- Knowledge of MICS and BSA/AML laws regarding regulatory compliance and reporting.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**
- **All Others**

Date Approved by LVD Gaming Commission: 05/16/2023.

Date Approved by the Public Enterprise Finance Commission (PEFC): 08/29/2023.

Northern Waters Casino Resort

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Sign _____ **Date** _____