



13767W County Road B
Hayward, WI 54843

Job Description

Job Title: Audit Specialist 1
Department: Revenue Audit
Reports to: Revenue Audit Manager
Grade Level: 3

Basic purpose or function: Audit and monitor all gaming and non-gaming transactions throughout the Casino. Provide a positive work environment. Follow guidelines of Tribal Internal Controls and NIGC MIC's.

JOB RESPONSIBILITIES:

- Reconcile all areas of revenue relating to casino operations on a daily basis.
- Perform the daily Slot/Table Games Accounting which involves assessing information with both Casinos
- Comply with the on-line performance of meter testing.
- Conduct an assessment of Slots and Table Game variances against the system
- Maintain Analysis Spreadsheets
- Review, assemble, analyze and verify all reports and supporting documents
- Create and revise forms, train casino associates to their proper usage
- Perform Mandatory Year End, Quarterly Cash Count Audits and non-gaming audits when assigned
- Comply: Paper retention Warehouse/Storage seven year requirements
- Carry out all additional casino job related duties assigned by Revenue Audit Manager, General Manager, Chief Executive Officer, and Tribal Governing Board & Gaming Commission.
- Responsible for providing feedback to Revenue Audit Manager for review
- Maintain confidentiality at all times safeguarding of restrictive information within the department.
- Perform duties as assigned by supervisor

Minimum Qualifications:

- Must have complete knowledge and enforcement of all Casino policies and procedures
- Must have the ability to train into all functions of job related duties that apply to Revenue Audit; enabling Audit Specialist to perform subordinates job duties in their absence.
- Ability to function as a team member and also work independently.
- Ability to lift heavy items
- Ability to work flexible hours, days, nights, weekends, and Holidays (when scheduled).
- Good Attendance record a must
- Ten key, and computer experience required
- Ability to obtain an LCO Gaming license

Native American Preference applies to all candidates who apply.