



13767W County Road B
Hayward, WI 54843

Job Posting

Job Title: Audit Specialist 1
Department: Revenue Audit
Reports to: Revenue Audit Manager
Pay Range: NE7
Position Type: Key
Opening: August 2, 2021
Closing: Until Filled

Basic purpose or function: Audit and monitor all gaming and non-gaming transactions throughout the Casino. 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 other team member job duties in their absence.
- Ability to function in a team environment as well as independently
- Ability to lift heavy items
- Ability to work flexible hours, days, nights, weekends, and Holidays (when scheduled).
- Must have good Attendance record
- Ten key, and computer experience required
- Must complete Title "31" training
- Must obtain a key gaming license

Native American preference applies to all candidates for this position.

Apply online at:

www.sevenwindscasino.com

Our Team

If you are unable to apply online, submit information to:

Human Resource Department
Sevenwinds Casino, Lodge & Conference Center
13767W County Road B
Hayward, WI 54843

Doug Merrill, Training & Development Specialist
715-634-5643 Ext. 6121

Tina Coss, Human Resource Manager
715-634-5643 Ext. 6107