



## Menominee Casino Resort

### 2nd Posting

**Position** Revenue Auditor

**Job Status** Full-Time

**Minimum Age** 18

**Wage** \$ 17.65

**Date Posted** Wednesday, July 03, 2024 8:00:00 AM

**Date Closed** Monday, August 05, 2024 4:30:00 PM

*FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.*

### SUMMARY

Responsible for accurately recording audits daily totals in a timely manner, thereby ensuring smooth and efficient operations in the Revenue Audit.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for daily revenue audit for Casino vault transactions.
- Enters daily information into Revenue Audit Report forms; runs back-up reports.
- Prepares backup documentation for journal entries.
- May do revenue audit on Crystal Palace vault as needed.
- Evaluates various situations, with respect to Revenue Audits, and determines how best to handle them.
- Ensures that a maximum level of company-wide service and satisfaction, in the area of Revenue Auditing, is achieved and maintained.
- May attend regularly scheduled departmental meetings, at direction of supervisor, to facilitate the flow of information throughout the property and point out areas of concern.
- Held accountable for the accuracy and thoroughness of departmental records and reports.
- Responsible for maintaining a consistent, regular attendance record.
- Any other duties as assigned by supervisor.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

High school diploma or GED required. Associate's Degree preferred, equivalent education will be considered; or two to four years related accounting/bookkeeping experience and/or training; or an equivalent combination of education and experience.

### SPECIAL QUALIFICATIONS

Must possess effective communication, organizational, and analytical skills. Experience with audits preferred. Must be extremely numbers-oriented and computer-literate, with superior spreadsheet skills; proficiency in applicable software highly preferred. Very good calculator skills required.

### CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years



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- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.

### TRIBAL REQUIREMENTS:

Must be able to withstand a background check.

Must be able to be approved for and maintain a valid gaming license.

Preference will be given to qualified Menominee or other Native American applicant.

### LANGUAGE SKILLS

Ability to apply commonsense understanding to carry out a variety of instructions furnished in written, oral or diagram form.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low.