

SHOSHONE ROSE

CASINO & HOTEL

307 206 7000 Po Box 399, Lander WY, 82520 5690 Hwy 287

Job Posting

Job Open: October 15, 2021

Closing Date: October 22, 2021

Job title: Revenue Auditor
Department: Audit
Reports to: Audit Supervisor
Supervises: None
Positions: (1) Part Time
Salary: DOE

Job Brief: Responsible for performing a daily audit of Casino and non Casino Revenue reports, for the Cage, Slots, Table Games, Soft Count, Food & Beverage, Shoshone Tribal Station and Marketing. Revenue Auditor, will compile audit information, into a Daily Management Report of Operations, for the Audit Supervisor. **Must be at least 18 years of age to be on the gaming floor, submit to drug testing, fingerprinting, background check, and be able to obtain a Gaming License or Work Permit.**

Daily Responsibilities include: *(These functions are intended as a general illustration of the work performed in this job classification and are not all inclusive for this position)*

- **This position is responsible for performing daily audits of either gaming or not gaming revenues as assigned.**
- **Reports to and assist the Audit Supervisor.**
- **Track and report variances related to the areas in which the audit was performed.**
- **Track numerically controlled forms as directed.**
- **Complete Audit Finding Reports on all deviations from procedures and or exceptions found in daily audits.**
- **Maintain credit terminal reports and statements.**
- **Report and maintain daily revenues from all outlets.**
- **Maintain Synkros reports.**
- **Maintain all controlled forms.**
- **Prepare the information required to complete monthly journal entries.**
- **Assist in maintaining compliance with the Internal Control System Meet department uniform, appearance and grooming requirements.**
- **Must adhere to regulatory, department and company policies**
- **Perform other duties as assigned.**

The following qualifications are required for this position:

- **Must be 18 years of age.**
- **Must have a High School Diploma or completed a GED equivalency program**
- **Must be proficient in Microsoft applications**
- **One year Accounting or Data entry preferred**

- **Good verbal and written communication skills**
- **Capacity to work independently with minimal direction**
- **Knowledge of Casino, Hotel industry a plus**
- **Must be able to perform at successful or above on performance Appraisal Standards**
- **Teamwork is a must and ability to work collaboratively within the department for effective day to day operations required**
- **Ability to meet deadlines and effectively manage multiple priorities in demanding work environment**

WORK ENVIRONMENT:

Work is generally performed in or around a casino environment, office or front desk setting with exposure to second hand smoke and high noise levels. Working evenings, graveyards, weekends, and holidays may be required.

PHYSICAL DEMANDS WHILE EXECUTNG JOB DUTIES:

1. Employees are regularly required to talk, hear, listen and follow directives.
2. Employees may stand, walk or sit for extended periods of time, may be required to climb, balance, stoop, kneel, crouch, or crawl.
3. Employees are repeatedly required to reach with hands and arms and use hands to finger, handle or feel objects, tools, controls or office equipment.
4. Employees specific vision abilities required by the this job include close vision, distance vision, color vision, peripheal vision, depth perception, and the ability to adust and focus.
5. The noise level is usually moderate increasing to loud when on the casino floor.
6. The employee may be required to lift up to 30-50 lbs by self.
7. Employee must be able to operate equipment or execute job in mentally and physically stressful situations.

Shoshone Rose Casino & Hotel, is an equal opportunity employer, is committed to the principle of diversity and affirmatively encourage Eastern Shoshone Tribal members, Veterans and other ethnicities to apply.