



## **Vacancy Announcement**

**Title:** Revenue Audit Team Member

**Reports To:** Revenue Audit Supervisor

**Location:** Yreka, CA

**Salary:** \$14.00 per hour

**Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level

**Summary:** Responsible for the day-to-day audit functions as determined by the Controller.

### **Application Deadline: August 3, 2018 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.rainrockcasino.com](http://www.rainrockcasino.com), just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.rainrockcasino.com](http://www.rainrockcasino.com) or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: [dbernal@rainrockcasino.com](mailto:dbernal@rainrockcasino.com)



## **Position Description**

**Title:** Revenue Audit Team Member  
**Reports to:** Revenue Audit Supervisor  
**Location:** Yreka, CA  
**Salary:** \$14.00 per hour  
**Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level

### **Summary:**

Responsible for day-to-day audit functions as determined by the Controller.

### **Responsibilities:**

1. Supervise and train audit clerk staff.
2. Assign audit tasks to auditors in accordance with their skill levels in order to obtain maximum efficiency and coverage.
3. Ensure compliance with existing internal and external income control policies and procedures.
4. Report income control violations to the appropriate department and recommend correctional action.
5. Monitor and report all items which do not fall within sound auditing or accounting procedures.
6. Audit Slots, Table Games, Food & Beverage, Hotel, and Gift Shop revenue.
7. Establish and maintain files and records.
8. Write policies and procedures for various audits.
9. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
10. Provide courteous service to our guests and be cordial to all Team Members.
11. Communicate effectively both orally and in writing.
12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

### **WORKING CONDITIONS & ENVIRONMENT**



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Team Leader Name

Signature

Date

**Council Approved:** *(date)*

Original to HR

Copy to Team Member

Copy to Team Leader