



Vacancy Announcement

Title: Revenue Audit Team Member

Reports To: Controller

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: December 11, 2017 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: dbernal@rainrockcasino.com



Position Description

Title: Revenue Audit Team Member
Reports to: Controller
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

1. Must be able to work in a smoke-filled environment.
2. Must be able to work all shifts, weekends, holidays & special events as needed.
3. Must be able to work in a high stress atmosphere.
4. Must be able to work in a fast-paced environment where teamwork is essential.

Requirements:

1. Must be at least 21 years of age
2. High School Diploma or G.E.D.
3. Two (2) years’ experience in accounting (required).
4. Create, organize and disseminate data to authorized entities in the format (required).
5. Oasis slot audit software and audit experience (preferred)
6. Must have excellent computer knowledge and be able to type at least 40 wpm.
7. 10-key by touch.
8. Good organizational and planning skills.
9. Must possess reasonable ability to communicate in English
10. Highly self-motivated and directed.
11. Keen attention to detail.
12. Proven analytical, evaluative, and problem-solving abilities.
13. Ability to effectively prioritize and execute tasks in a high-pressure environment.
14. Extensive experience working in a team-oriented, collaborative environment.
15. Must possess and maintain a valid state driver’s license and be insurable by the RRC’s insurance carrier.
16. Willing to travel and participate in training as recommended or required.
17. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
18. Must adhere to confidentiality policy.
- .19 Must successfully pass a drug screening test and criminal background check.
- 20 Indian preference will be observed in the hiring process.

Veteran’s Preference: It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran’s Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

Team Member Name	Signature	Date
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Team Leader Name

Signature

Date

Council Approved: *(date)*

Original to HR

Copy to Team Member

Copy to Team Leader