



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: *March 15, 2018* 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

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Reports to: Controller
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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

Team Leader Name

Signature

Date

Council Approved: *(date)*

Original to HR

Copy to Team Member

Copy to Team Leader