



JOB TITLE: Auditor
FLSA: Non-exempt
DEPARTMENT: Revenue Audit
LOCATION: Central City
WAGE: \$13.50 starting (DOE)
REPORTS TO: Revenue Audit Manager

SUMMARY

To perform all auditing and verification of casino revenue, including cage, games, and food and beverage. To prepare all journal entries for daily, monthly, quarterly, and yearly Revenue Audit reports as required or directed. To ensure compliance with Gaming Regulations. To develop and maintain effective working relationships and good customer service skills with all GUESTS and STAFF MEMBERS.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Within the realm of the responsibility of the job, maintains a clean and safe work environment. Performs duties in compliance with safety procedures, which includes use of safety equipment. Incumbents are responsible for following safety procedures, identifying unsafe practices or conditions and informing their supervisor or the Safety Committee of unsafe conditions, as directed.
2. Verifies all money transactions handled by the cage. Audits transactions for accuracy, theft, and account variances.
3. Verifies all entries made by the soft count team, including drops, fills/credits, openers/closers, etc., for accuracy and compliance with Gaming Regulations. Prepares reports for casino, General Manager, including journal entries for end-of-the-month.
4. Verifies all slot summary information including drops, jackpots, etc., and necessary reports and journal entries. Analyzes Count Team Drops and variances.
5. Conducts on-site audits with Slot Technicians, as required, to verify variances over or under expected allowances.
6. Verifies money received by casino restaurants, bars and other revenue centers. Prepares reports and monthly journal entries showing sales, taxes and other information as required or requested.
7. Performs audits of sensitive areas as authorized and in compliance with Gaming Regulations.
8. Performs duties in compliance with the Colorado Limited Gaming Act, Regulations and ICMP's including creating and issuing Notices of Non-Compliance to Department Managers. Informs supervisor of any concerns regarding the accuracy or authorization of any financial activity.
9. Develops and maintains effective working relationships and good customer service skills with all customers and team members.
10. Data entry into spreadsheets.
11. Sorts and files paperwork.
12. Performs other duties, including special projects, as needed and directed.
13. Attendance: reports to work as scheduled, on time, and ready to work.

QUALIFICATION REQUIREMENTS

Skill performing basic mathematics. Intermediate Excel Knowledge. Effective and diplomatic customer service and communication skills, which includes contacts with STAFF MEMBERS and GUESTS. Experience performing within specific deadlines and under pressure. Experience problem solving, organizing and prioritizing work. Ability to adjust schedule as needed by Management.

EDUCATION AND/OR EXPERIENCE

Graduation from High School with completion of college level accounting courses or equivalent amount of experience and education is desired. Recent and related auditing, or accounting experience, within a gaming environment is preferred.

LANGUAGE SKILLS

Demonstrated effective and diplomatic oral and written communication skills using English.

REASONING ABILITY

Decisions are limited to within the scope of essential duties. Must possess solid analytical skills.

CERTIFICATES, LICENSES, REGISTRATIONS

Colorado Limited Gaming License.

OTHER SKILLS/ABILITIES

Computer skills including Excel along with skills performing typing, data entry, and filing. Ten-key by touch.

PHYSICAL DEMANDS

Essential duties involve performing physical exertion: prolonged periods of sitting, occasional walking, climbing stairs- stooping, bending, stretching, reaching, and standing with standard breaks. Essential duties may require lifting 35 to 50 pounds of related general office supplies and equipment.

WORK ENVIRONMENT

Essential duties involve working within close quarters in a general office environment, which is not subject to extreme temperature changes or adverse weather conditions. Must be able to work in a stressful environment with daily deadlines.

MATERIALS AND EQUIPMENT DIRECTLY USED

Various general office equipment, including computers, calculators, fax machines, photocopiers, shredder, and telephones.