

Mazatzal Hotel & Casino

JOB ANNOUNCEMENT

POSITION: **Audit Clerk**
DEPARTMENT: Accounting
STATUS: Full-Time
GRADE: **\$D.O.E**
NUMBER OF POSITIONS: 1
REPORTS TO: Audit Supervisor

JOB SUMMARY:

Perform complex auditing work accountability of all revenue records for casino and to ensure compliance with applicable Casino Policies and Procedures.

ESSENTIAL JOB FUNCTIONS:

- * Ensures accuracy of revenue records by performing audits on all operating departments and reconciling to actual receipts.
- * Responsible for examining, analyzing and interpreting audit records.
- * Responsible for the investigation of discrepancies in reconciliation's and the notification to appropriate personnel.
- * Work as a team to conduct the audit of the whole casino floor.
- * Performs other job related duties as assigned.

QUALIFICATIONS:

- * High School or GED required.
- * Must have knowledge of accounting and finance
- * Must have accounting experience/problem solving
- * Must have good organizational skills and excellent communication skills.
- * Skill in preparing and maintaining records, written reports and responding to correspondence.
- * Must be proficient in Excel and Microsoft Word and ability to operate a 10-key.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- * Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- * Physically mobile with reasonable accommodations to sit for long periods of time.
- * Must have bending mobility to reach, kneel, twist and grip items while working at assigned desk area.
- * Read, write, speak and understand English.
- * Operate in mentally and physically stressful situations.
- * Physically mobile to stand for 5% of work time and walk 5% of work time, sitting 100% of work time.
- * Must be able to lift up 15 pounds and carry up to 15 pounds.
- * Must have manual dexterity and coordination to operate equipment, including a 10 key adding machine, PC computers, fax machine and photo copier.

SHIFT: DAY SHIFT & WEEKENDS
OPENING DATE: MARCH 5, 2020
CLOSING DATE: MARCH 12, 2020

If you are interested in being interviewed for the position, please submit a letter of interest to **Chris Hensel**, Audit Supervisor.

(Tribal need to submit job application /resume to HR)

Mazatzal Casino reserves the right to make changes to the above job description whenever necessary.