

**Job Description\***

**Job Title** Revenue Audit Clerk

**Department** Finance

**Reports To** Senior Accountant

**FLSA Status** Non-Exempt

**JOB SUMMARY**

The Revenue Audit Clerk verifies accuracy of figures, calculations, and postings pertaining to business revenue transactions recorded by other employees by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. With relationship to job duties and job responsibilities; ensures compliance with the Port Gamble S’Klallam Tribe of Indians- State of Washington Gaming Compact, Internal Controls, NIGC Regulations and The Point Casino Policies and Procedures.
2. Examines revenue cash receipts, sales tickets, bank records, inventory and stock record sheets, and similar items to verify accuracy of recorded data.
3. Prepares daily operating reports based on revenue reports from within the revenue and other accounting areas.
4. Complete audits on casino revenue, non-casino revenue and cage transactions. Verifies drop and win statistics, prepares master gaming reports.
5. Assists with soft count record keeping and reporting.
6. Promotes positive public and employee relations through efficient, courteous, professional services.
7. Corrects errors or lists discrepancies for adjustment.
8. Computes percentages and totals and compares results with recorded entries.
9. Daily reviews paperwork and cash payouts to ensure compliance with Title31 and other IRS regulations.
10. Other duties as assigned.

**QUALIFICATION REQUIREMENTS**

1. Associate's degree (A. A.) in Accounting, Business or related field or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
2. Class III gaming license issued from the Washington State Gambling Commission and Class II gaming license issued from the Port Gamble S’Klallam Gaming Commission.

**PHYSICAL REQUIREMENTS**

1. Frequently exerting up to fifty pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Involves heavy lifting. Exerting up to 50 pounds of force.
3. Frequently involves standing for sustained periods of time.
4. Occasionally requires crouching.
5. Often requires walking or moving about to accomplish tasks.
6. Constantly requires working with fingers rather than with the whole hand or arm.
7. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
8. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
9. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
10. Occasionally requires reaching by extending the hand(s) and arm(s) in any direction.
11. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
12. Constantly requires repetitive movement of the wrists, hands, and/or fingers.
13. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**TYPICAL ENVIRONMENTAL CONDITIONS**

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions. The inside environment is often loud and stimulating. There is smoking permitted inside the casino facility

**TRAVEL REQUIREMENTS**

May be required for some positions

**ACKNOWLEDGEMENT STATEMENT**

NKDC and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, not is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*NKDC and its entities are committed to having a drug and alcohol free work environment.*