



Ho-Chunk Nation

Job Description



TITLE: REVENUE AUDITOR		JOB CODE: RVAU
BUSINESS	EEO: 6	PAY GRADE: 9
NON-EXEMPT	NO FLEX	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Responsible for the daily verification of revenue and cash transactions to assist with the generation of the Profit/Loss information of the facility, which ultimately enhances every interaction for our guests and employees, customer service is our top priority for both internal and external guests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Practice and deliver excellent internal and external customer service daily and in all situations, acting in the best interest of the Ho-Chunk Nation in a professional and courteous manner.
2. Verify/Audit daily records to monitor and adhere to Operational SOPs, Gaming Regulations, Internal Controls, Departmental Policies, IRS/FinCEN requirements, and cash audits on a daily, weekly, and monthly basis.
3. Audit and count of revenue generating departments on a monthly basis.
4. Verify/Audit the daily Profit/Loss of the casino using slot accounting system, table games accounting system, point of sale system, cage paperwork, and all other operational and revenue generating areas.
5. Perform daily/monthly/quarterly/yearly audits as directed.
6. Meet and adhere to all departmental deadlines set by supervisory personnel on a weekly basis.
7. Confer and interact with revenue generating departments to ensure accuracy and balancing of daily reports while operating independently from them.
8. Responsible for securing and ensuring the integrity of gaming configuration chips/software daily.
9. Maintain a positive attitude and contribute to department moral at all times, promoting good public relations on a daily basis.
10. Perform and complete other assigned duties within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Verification of revenue
Customer Accountability	Interfaces with internal and external guests
Freedom to Act	Operates with significant independence; Subject to general input from supervisor; Subject to regular review by supervisor.



MINIMUM QUALIFICATIONS

EDUCATION:

1. Two (2) year Associates Degree in Auditing, Accounting, or Business field is required.

ESSENTIAL:

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must be bondable.
3. Must be able to obtain a Gaming Class II and/or III Gaming License.

EXPERIENCE:

1. Minimum of two (2) year auditing or business field experience.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Proficiency and knowledge in Revenue Audit Department Procedures desired.
2. Knowledge of generally accepted accounting principles and procedures.
3. Demonstrated competence in the use of mathematical skills, knowledge of accounting practices, and cash handling ability.
4. Demonstrate the ability to use a 10-key adding machine and other office machines as required.
5. Must be self-motivated and capable of working with minimal supervision.
6. Must have working knowledge computers and using Microsoft Office Software.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Must be able to work varying schedules in order to meet the needs of the operation.
2. Inside work, seated at desk, for the majority of the day.
3. Some lifting and standing required.

KEY POSITION