

Job Announcement

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| **Job Title:** | EGD Revenue Auditor | **Entity:** | Omak – Gaming Headquarters |
| **Reports To:** | Revenue Audit Supervisor | **Salary Grade 14:** | **$11.00 – $14.09 DOE** |
| **FLSA Classification:** | Non-Exempt | **Closing Date:** | May 31, 2017 |

**Summary:**

Performs basic audits of operating units; conducts reviews of EGD (slot) and related EGD software report information and will occasionally review department daily revenue with table game stats to determine accuracy of financial information; performs accounting functions and maintains records in compliance with Generally Accepted Accounting Principles (GAAP), established policies and procedures, Tribal, State and NIGC requirements; performs duties in a customer service friendly, efficient and profitable manner that promotes superior staff, customer and vendor relations.

**Essential Functions:**

* Examines operations and procedures for compliance with established policy.
* Reviews master game reports and supporting documentation for completeness and accuracy.
* Perform general sorting, filing, and other clerical duties.
* Maintains confidentiality and privacy of all information within the department.
* Produces Slot journal for entry into accounting system.
* Maintains daily postings in binder.
* Verifies cashier returns and identifies variances.
* Enters data into system to generate daily, weekly, monthly and year-to-year date reports.
* Reviews and verifies Food and Beverage, Gift Shop, Mega Mania, Bingo and Pull Tab reports for completeness and accuracy.
* Prepares documentation and/or findings report; may participate in review of findings with management.
* Acts as backup for other accounting staff.
* Performs other duties and special projects as assigned.

**Knowledge, Skills, and Abilities (Minimum Qualifications):**

* High School Diploma or GED.
* College level bookkeeping preferred.
* Minimum two (2) years of accounting experience preferred.
* Strong analytical and reasoning abilities,
* Ability to clearly communicate or present findings and numerical data.
* Must be computer literate with proficiency in Windows based programs.
* Must be proficient with 10-key calculator.
* Ability to work variable hours including days, evenings, weekends, and holidays.
* Must possess a current and valid Tribal Gaming License.

**Physical Demands / Work Environment:**

* Manual and finger dexterity as required to perform daily job duties.
* Ability to sit for prolonged periods of time.
* May occasionally walk or stand for prolonged periods of time.
* Ability to bend, squat and reach.
* Ability to occasionally lift and/or move up to 50 pounds.
* May be exposed to outside weather conditions, including variations in temperature and precipitation.
* May be exposed to a high level of noise in the work environment.
* May be exposed to tobacco smoke, fumes or airborne particles.

These requirements need to be met to represent knowledge, skill and/or ability to perform job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## DRUG TEST REQUIRED IN ACCORDANCE WITH CTFC POLICY

Submit applications to Human Resources: 12 Tribes Resort Casino 28968 HWY 97, Omak WA 98841 or email to [carlas@colvillecasinos.com](mailto:carlas@colvillecasinos.com) or [lauram@colvillecasinos.com](mailto:lauram@colvillecasinos.com)

Call 509-422-8577 or 509-422-8578 if you require more information.

Also find us at [www.colvillecasinos.com](http://www.colvillecasinos.com)

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