



Employee Requisition Form

Position to Be Filled: Accounting Clerk

Purpose: Responsible for performing income audits

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Audit and reconcile the income activities to ensure proper documentation and recording of income transactions.
• Reconciles and audits the daily transactions of gaming and non-gaming revenue banks and vault/cage.
• Audit transactions and cash deposits and prepare reports to substantiate individual transactions.
• Ensure the accuracy and the proper authorization of all income transactions.
• Prepares over and short, comps and coupon report as required.
• Assist in the monthly closing.
• Assist with special projects, as necessary.
• Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
• Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
• High school diploma or general education degree (GED) required.
• Associate Degree preferred.
• 2-3 years of accounting or auditing experience.
• Gaming and/or hospitality industry preferred but not required.
• Must be professional, polite, and respectful towards all guests (internal and external).
• Must be able to handle extended hours when necessary and varying shifts.
• Ability to influence others in a positive manner.
• Ability to handle confidential and privileged information with extreme professionalism.
• Must be able to work with minimum supervision and have good initiative to stay productive.
• Exceptional detail and follow-up skills.
• Ability to quickly evaluate alternatives and decide on a plan of action.
• Excellent analytical ability.
• Ability to interpret policy, procedure, and data.
• Ability to work under time constraints and exercise sound judgment.
• Any other duties as assigned.

Reports To: Accounting Supervisor
Starting Rate of Pay: D.O.E
Approximate Hours: Full-Time
Filling Deadline: Open Until Filled

