



## 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  
**Approximate Hours:** Full-Time  
**Filling Deadline:** Open Until Filled

