



## VACANCY ANNOUNCEMENT

**RECRUITMENT #:** 08-031, 08-032

**POSITION:** REVENUE AUDITOR

**RESPONSIBLE TO:** Revenue Audit Supervisor

**SALARY:** Grade 4 \$11.29 - \$14.73 Per Hour/Full Benefits  
Grade 5 \$12.64 - \$16.49 Per Hour/Full Benefits

**Wage is determined by funding, experience, and training level and normally is not above mid-range.**

**CLASSIFICATION:** Non-Management, Hourly, Regular, Full Time  
**NOTE:** These positions will be required to work weekends.

**BENEFITS:** Eligible employees (working 32 hours or more) receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.

### **INTRODUCTION:**

The primary purpose of the Revenue Auditor is to perform audit functions of all gaming and non-gaming revenues under the direct supervision of the Revenue Audit Supervisor. Revenue Auditor is also responsible for knowing and complying with all applicable rules and regulations including, Tribal, Federal and State requirements.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Responsible for the required daily auditing of Soft Count, VLT, Food and Beverage, Table Games, Poker, Guest Relations, Marketing and Cage.
2. Conduct monthly Soft Meter Readings and reconciles to VLT reports and submits reports to VLT Manager for approval.
3. Conduct monthly inventories of Food and Beverage Department and submits reports to Food and Beverage Manager for approval.
4. Responsible for the weekly Cage variance reports and submission to Cage Manager for review and distribution to Chief Financial Officer upon request.
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6. Reconcile IT Cash Clearance Report, reporting variances to the VLT Manager.

7. Responsible for the organization of Casino documents and preparation of documents for storage.
8. Assist in organization and maintenance of the Accounting Department filing systems.
9. Work as a team player and maintain a courteous and professional attitude at all times in order to insure a smooth and consistent level of efficient customer service.
10. Responsible for organizing IT reports into data folders.
11. Follow internal rules, regulations, policies and procedures as set forth by Department Management.
12. Provide back-up to Payroll and Accounts Payable as requested by Department Manager.
13. Other related duties as assigned.

### **ADDITIONAL DUTIES**

1. Adheres to Casino standards for guest service and confidentiality.
2. Refers guest problems or complaints to appropriate supervisors according to Casino policies.
3. Reports and documents any observed or known safety hazard, conditions or unsafe practices and procedures to management immediately
4. Performs other job-related duties as directed.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of basic audit and accounting principles and practices.
- Ability to learn gaming industry and rules and regulations.
- Ability to read and comprehend applicable rules and regulations.
- Ability to effectively plan, organize and prioritize work.
- Ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing and prioritizing workload.
- Knowledge of standard filing systems in order to prepare, file and retrieve various documents effectively.
- Ability and willingness to work irregular hours as required by position.
- Ability to communicate effectively both verbally and in writing.
- Ability to lift, push and pull up to 40 lbs.
- Knowledge and ability in computer operation and applications, specifically spreadsheet experience.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.

### **SUPERVISORY CONTROLS:**

The Revenue Auditor works under the direct supervision of the Revenue Audit Supervisor who provides general instructions. The Supervisor makes assignments involving familiar concepts in terms of objectives to be achieved. The Revenue Auditor plans and carries out the successive step of the work assignments, and independently handles deviations in the work assignments in accordance with instructions, policies, previous training, and/or accepted practices within various established department procedures. New assignments are provided in detail, as well as changes in current procedures. Major or new issues are referred to the supervisor who is available for advice and assistance in unusual or unprecedented situations. Work is checked for accuracy, adequacy, timeliness, and compliance with applicable rules, regulations, and policies.

### **QUALIFICATIONS, EXPERIENCE AND EDUCATION**

- Must possess High School Diploma or Equivalent. **REQUIRED**
- Non-Indians must be at least twenty one (21) years of age. **REQUIRED**
- Enrolled Indians who are at least eighteen (18) years of age. **REQUIRED**

- Two (2) years work experience in cashiering or auditing functions. **REQUIRED**
- Computer experience, **REQUIRED**, spreadsheet application using various software programs. **PREFERRED**
- Familiar with DACOM and/or MICRO systems. **PREFERRED**
- Willingness to work irregular work schedules, which might include weekends. **REQUIRED**
- Dependability and reliability. **REQUIRED**
- Must submit to and clear an Alcohol/Drug Screen. **REQUIRED**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission. **REQUIRED**
- Indian Preference will apply.

### **APPLICATION PROCEDURES**

Submit a **Kla-Mo-Ya Casino Application for Employment** with supporting documentation to:

Kla-Mo-Ya Casino  
Attention Human Resources  
34333 Hwy. 97 N.  
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR KLA-MO-YA CASINO POSITIONS.

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Kla-Mo-Ya Casino application, or not including required certification, your application **will not** be reviewed and will be disqualified.

**Indian Preference will apply.** In accordance with the Kla-Mo-Ya Casino Team Handbook, priority selection will be given to the qualified applicants who present proof of eligibility for *Indian Preference*.

**Applications will not be returned.**

### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **SPECIAL REQUIREMENTS**

Chosen applicants will be required by the Klamath Tribes Gaming Regulatory Commission, to complete a Personal Disclosure Application, which includes photograph and fingerprints, for a background investigation to determine suitability for a gaming license. Must qualify for a gaming license, and must pay Licensing Fee to the Klamath Tribes Gaming Regulatory Commission prior to working.