



## JOB DESCRIPTION



**Department:** Accounting

**Job Title:** Revenue Auditor

**General Definition:** Performs systematic review and reconciliation of all revenue and documents.

**Supervision Received:** Revenue Audit Supervisor

**Supervision Exercised:** None

### Essential Job Functions:

- Performs systematic review and reconciliation of all revenue as well as documents, reports, records, and other forms relating to revenue activities of gaming and other activities as required.
- Records financial information (such as revenues of the casino, audit reconciliation, etc.).
- Maintains adequate inventories and controls usage of serially pre-numbered documents, reports, records, and other forms.
- Reconciles cage, vault, and inventory.
- Provides analysis of operational data for casino management and statistical information for monitoring casino operations.
- Performs data entry of audit tickets to reconcile drop and payouts.
- Ensures regulatory documents are completed and submitted.
- Performs all other duties as assigned

### MINIMUM QUALIFICATIONS

#### Education:

- High school diploma or GED equivalent preferred

**Knowledge, Skills, and Abilities:**

- Must possess excellent customer relation, leadership and communication skills.
- Must have strong accounting skills.
- Must be proficient utilizing various software packages, including but not limited to Excel.
- Must be willing to work weekends, when warranted.
- Must have ability to use good judgment in intense and non-intense situations.
- Must be proficient in math.
- Must be accurate and detailed oriented.
- Must demonstrate integrity and maintain confidentiality with all guest, employee and proprietary information.
- Must be able to follow all instructions, written and oral.
- Must be able to work in a casino environment where second hand smoke, loud noises and flashing lights are present, when warranted.
- Must be able to push, pull, lift and carry objects weighing up to 50 pounds.
- Must be able to push, pull and drag up to 150 pounds.

**Training and Experience:**

- Two (2) years' experience in accounting, audit or casino audit environment preferred.

**Licenses/Certifications/Other:**

- Must be able to pass a thorough background investigation of criminal and financial history to obtain a Gaming License from the Office of the Delaware Gaming Commission.
- Must be able to complete pre-employment drug test with a negative result.
- Must pass an annual Title 31 exam.

I hereby acknowledge that I fully understand the job description and requirements.

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Employee Signature

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Date