



JOB POSTING

TITLE: Revenue Auditor
DEPT: Revenue Audit
PAY: 9 (\$16.84/hr)

JOB SUMMARY

RED RIVER – Receive, review, process, and verify accuracy of Casino revenue and related financial forms, receipts, and records according to established standards, requirements, and procedures; reconcile financial forms, records and reports, and identify discrepancies.

MINIMUM QUALIFICATIONS

REQUIRED-High school diploma or GED required | At least 21 years of age | Associates degree (A.A.) in accounting or related field or 2 years of prior experience in accounting, financial record-keeping, or casino revenue audit |

ESSENTIAL DUTIES AND RESPONSIBILITIES All Team Members must embrace and deliver Kiowa’s Guest Service Standards to every Guest on every shift, as outlined in Orientation, the Team Member Handbook, Standard Operating Procedures (SOPs), and any other related training | Consistently ensures an exceptional level of service and satisfaction is achieved throughout the property, exceeding the expectations of external and internal Guests alike in a timely and effective manner | Reviews cage and vault paperwork, soft count paperwork, casino management system reports, master games reports, table games paperwork, and paperwork from all non-gaming revenue centers, in order to verify accuracy of recording, compliance with Minimum Internal Controls Standards (MICS), and identify any variance or discrepancies | Ensures that all revenue-related documents are safeguarded and placed in proper files/storage | Ensures that all daily revenue audit steps, as indicated on the revenue auditor’s daily checklists, have been completed | Prepares variance reports to department Direct Reports/Managers/Directors describing variances to Minimum Internal Controls (MICS) and Casino policies and procedures which require an explanation | Assists independent auditors and internal auditors, as required | All other duties as assigned | Must adhere to departmental, organizational, state, and federal safety rules and regulations, applicable processes for safe operation, appropriate Personal Protective Equipment, in addition to any/all related controls for personal welfare and the safety of others |

IMPORTANT NOTES

1) This announcement describes an open position at Kiowa Casino & Hotel, as of the posting date listed below. To be eligible to apply, current Team Members must have performed competently for at least 6 months in their current position. In addition, Team Members receiving corrective action within the previous 6 months may not be eligible for transfer. If you are interested in any posted position, please contact HR for a complete copy of the job description and an application or an internal application, if you are currently employed by Kiowa. 2) Native American Preference will apply in accordance with Tribal policies. All applicants must be able to work any shift, holidays, and weekends as scheduled. Current Team Members are also encouraged to submit an updated resume with their internal application. All Team Members must submit an internal application for each interested position. For example, if you have applied for a Floor Supervisor position and one week later Floor Supervisor is posted again, you must fill out another internal application.

STATUS: 1 F/T | POSTED: 06/06/23 | REMOVE: When Filled



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