

## **AUDITOR**

### **POSITION SUMMARY**

Perform responsibilities in accordance with all company standards, policies, and procedures.

### **CERTIFICATION/LICENSE**

Gaming Registration

### **ESSENTIAL FUNCTIONS** (but not limited to)

Assist with the maintenance of casino ledger accounting entries  
Assist with preparing of supporting schedules for financial statements  
Assist with monthly reconciliation of all bank accounts  
Pull documents from race and sports book records for audits  
Perform clerical duties, as required  
Perform daily audit of race & sports book  
Must provide courteous and friendly service to all team members  
Perform related work as requested

### **EDUCATION**

High School Diploma or equivalent

### **MINIMUM QUALIFICATIONS**

Previous experience in Race/Sports Book or related experience preferred  
Ability to read, write and communicate verbally in English  
Good organizational skills  
Excellent communication skills  
Ability to perform basic and intermediate math  
Ability to maintain confidentiality of sensitive information  
Skill in preparing and maintaining records, written reports and responding to correspondence  
Ability to operate a 10 key  
Must be proficient in Excel.

### **PHYSICAL REQUIREMENTS & WORK CONDITIONS**

Requires normal, corrective vision range, the ability to see color and the ability to distinguish letters, numbers and symbols. Work may be typically in an area, which may be unusually hot, cold, noisy, and may contain second hand smoke. Work may be performed in small areas with a 3 ft. wide access. Tasks performed from a non-sitting position. Team Members will be required to stand, walk, lift, reach, push, pull and grasp. These tasks include the maintenance and care of assigned area. Constant contact with fellow Team Members and Guests.

### **NOTICE**

This job description is not an exclusive or exhaustive list of all job functions that a Team Member in this position may be asked to perform from time to time. Duties and responsibilities can be changed, expanded, reduced, or delegated by Management to meet the business needs of the property.