



MUCKLESHOOT INDIAN BINGO

JOB POSTING



Muckleshoot Indian Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.

Per MIB Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.

JOB TITLE: Revenue Auditor

HR UPDATE: 9/2021

GAMING LICENSE REQUIRED: Class IIA

GRADE: H10/\$20.52

STATUS: Hourly, Non-Exempt

SYSTEM TITLE: Revenue Auditor

POSITION REPORTS TO: Accounting Manager

JOB SUMMARY: The Revenue Auditor prepares, reviews, and maintains bingo's financial transactions, schedules, and reports in accordance with regulatory policies and procedures. This job has no management authority.

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required / preferred):

- High school diploma or GED equivalent, required.
- AA or Technical degree in accounting or related field, preferred.
- Minimum of one (1) year of bookkeeping or applicable gaming experience, required.

TESTING REQUIRED:

- Excel test
- 10-key test

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Demonstrate excellent guest service skills.
- Demonstrate ability to handle multiple tasks simultaneously with speed, efficiency, and attention to detail.
- Exhibit ability to work independently and perform clerical assignments with occasional instruction or assistance.
- Exhibit working knowledge of computers and computer applications, including spreadsheets, databases, and word-processing.
- Exhibit knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Demonstrate ability to use office machines and equipment.
- Demonstrate ability to follow oral and written instructions.
- Demonstrate ability to file and maintain office records, both in electronic and paper form.
- Demonstrate ability to communicate effectively both verbally and in writing.
- Exhibit basic arithmetic skills.
- Demonstrate ability to work with confidential information and correspondence.

ADDITIONAL REQUIREMENTS:

- Ability to lift at least 25 lbs. Ability to maneuver in all areas of bingo, ascent/descent from stairs, frequent standing, walking, sitting, reaching, stooping, kneeling or crouching, and/or prolonged periods of time focusing on tasks. May regularly need to lift/ move, push or pull up material or boxes necessary to the job functions, with or without assistance.
- Exposure to second hand smoke, moderate to high noise level, bright lights, fluctuating temperatures or weather conditions.

***This Posting is not inclusive all expected qualifications and expectations of this position. The Job Description is available for your review in the Muckleshoot Bingo Human Resources office.**

OPEN DATE: 9/15/2021

CLOSE DATE: When filled