



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: Title 31 Clerk

HR UPDATE: 11/2020

GAMING LICENSE REQUIRED: Class IIA

GRADE: H10 / \$20.00

STATUS: Hourly, Non-Exempt

SYSTEM TITLE: Title 31 Clerk

POSITION REPORTS TO: Compliance Manager

JOB SUMMARY: The Title 31 Clerk compiles and audits revenue records and control documents preparing exception reports for all errors and reconciles applicable books, ledgers and accounts. This job has no management authority.

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

- High school diploma or general education degree (GED) required.
- One (1) year related anti-money laundering/audit experience (cashiering, internal audit, or revenue audit on a computerized system) required.

ON-SITE TEST REQUIRED: *All tests are distributed in person at the Human Resources' Office.*

- Title 31 and SARC
- Excel
- 10-key

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Demonstrate positive and effective teamwork by readily willing to assist co-workers and management with daily tasks and duties.
- Demonstrate accurate and efficient ten-key by touch.
- Demonstrate effective communication skills both orally and in writing. Read, write and speak English fluently.
- Exhibit basic mathematical skills and acumen.
- Demonstrate ability to identify problems, collect data, analyze, and draw conclusions.
- Strong computer skills and knowledge (MS Office).

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.
- Specific vision ability includes close vision, distance vision, color vision, peripheral vision, and depth perception. Visual acuity to discern and examine text, graphics, color and symmetry. Speech to communicate clearly, express ideas and convey information in an understandable manner. Ability to hear for listening comprehension and to understand ideas presented through spoken words and sentences. Manual dexterity to operate office or required equipment and examine or update documents, records, data, instructions, logs, and files.
- Exposure to second hand smoke, moderate to high noise level, bright lights, fluctuating temperatures or weather conditions.

***This Posting is not inclusive of 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: 11/12/2020

CLOSE DATE: 11/19/2020 by 4pm