



Menominee Casino Resort

1st Posting

Position: Revenue Audit Clerk

Job Status: Full-Time

Minimum Age: 21

Wage: \$20.00

Date Posted: Tuesday, March 10, 2026, 8:00 AM

Date Closed: Monday, March 16, 2026, 4:30 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Responsible for properly performing accounting functions as assigned. Performs audits of assigned revenue generating gaming departments in accordance with established procedures at a facility level as well as reconciling cash deposits and daily transactional paperwork.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Audit and record revenues from the casino management system. Audit according to established revenue reporting parameters in accordance with internal control standards.
- Record daily business revenues for casino hotel, retail and other business as required.
- Record all casino software system discrepancies and explanations of discrepancies.
- Balance all daily deposits including but not limited to slots, card games, promotions, taxable withholding, retail, hotel, and other business as required.
- Review forms and/or paperwork from gaming cashiers, retail cashiers and vault. This review may include audit according to internal control standards.
- May be required to balance daily reports for the c-store, hotel, restaurant prior to submission to management.
- Balance employee tips recorded by cash operations.
- Balance all daily deposits including but not limited to Slots, Bingo, Table Games, Promotions, hotel, and retail outlets.
- Review and reconcile end of shift reporting for Cage Cashiers, ensuring accuracy with the Vault deposit.
- Maintain and reconcile fills, credits, and voids for Table games to perform cross checks of Soft Count and Money Room Vault daily deposits, to ensure assets are verified to the highest degree of accuracy.
- Run reports from casino-based management system to verify assets from Soft Count, Money Room Vault, and Accounting, to ensure accuracy of all deposits.
- Audits to be completed within five days.
- Responsible for maintaining a consistent, regular attendance record.
- Other duties as assigned by the Revenue Audit Manager

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum:

- High school diploma or equivalent required.
- Two years' experience working in a finance department.



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- Must have experience with data entry, calculator use, computers, and Microsoft Office programs.
Preference:
- Associate degree in accounting, Business Administration and/or Gaming Management from a college or university.
- Shall have demonstrated a proven work record in previous positions. Ability to pay close attention to detailed. Must be able to work independently. Candidate must be of high integrity, honest, and trustworthy. Must be able to maintain confidentiality. Must be computer-literate.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin Law.
- A felony conviction of any kind in the immediately preceding two years.
- A crime of any kind related to gambling in the immediately preceding two years.
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.

In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.

LANGUAGE SKILLS:

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out a variety of instructions furnished in oral, written or diagram form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Must be able to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools, or controls. The Employee is occasionally required to reach with hands and arms, climb or balance; and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually mild.