

Job Title: Audit Data Specialist

Under general supervision of the Audit Supervisor, the Audit Data Specialist enters data into several systems and/or spreadsheets, and downloads reports and formats spreadsheets for the reconciliation of various audits done throughout the Accounting Department. The Audit Data Specialist is responsible for maintaining historical records by filing documents. The position requires a working knowledge of computers, MS Office Suite, various programs, and a basic understanding of the reconciliation process.

Essential Duties & Responsibilities

1. Rapidly and accurately inputs data into several systems and/or spreadsheets for reference during reconciliation of various audits done throughout Accounting Department. Downloads and formats reports and/or spreadsheets daily, for reference during reconciliation of various audits done throughout the Accounting Department.
2. Assists in the reconciliation of various audits done throughout the Accounting Department.
3. Retrieves daily paperwork from Casino and sorts and distributes paperwork. Assists with maintaining and organizing of storage files for various areas.
4. Performs audit of patron accounts in the casino management software system. Assists with audit of various slot progressives and slot leases. Assists with Coin-In Testing and Meter Testing. Performs spot audits of sensitive areas and completes documentation for hospitality and gaming audits.
5. Performs other duties as assigned to support the efficient operation of the department.

Education/Experience/Qualifications

High School diploma or GED required.

Some college courses or experience in Accounting preferred.

Administrative experience preferred

Familiarity and experience with general office equipment.

Must possess beginning to intermediate computer skills i.e. proficiency with MS Office Suite.

Certificates/Licenses/Registrations

At the discretion of the San Manuel Tribal Gaming Commission you may be required to obtain and maintain a gaming license.

A qualified candidate/employee must have and maintain a valid driver's license with an acceptable driving record as determined by the enterprise's insurance carrier.

San Manuel Band of Mission Indians and San Manuel Casino will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

As one of the largest private employers in the Inland Empire, San Manuel deeply cares about the future, growth and well-being of its employees. Join our team today!