

Available Position: Revenue Audit Clerk

Hiring Department: Finance

Duties of Position:

Review and audit revenues from all revenue-producing departments. Audit all paperwork from each revenue producing department; prepare and post Daily Revenue Journal; Reconcile and maintain applicable books, ledgers, accounts; Prepares routing and special reports as assigned.

Qualifications:

Must have the ability to obtain a work permit issued by the Mississippi Gaming Commission. General knowledge of bookkeeping terminology and methods; general knowledge of standard office procedures, practices and equipment; some knowledge of routine accounting principles; ability to maintain complex financial records and to prepare reports and statements; ability to make mathematical computations quickly and accurately; ability to post accounts with speed and accuracy; ability to operate efficiently a variety of office machines; must have good computer skills.