

REVENUE ACCOUNTING INTERN

Requisition			
Number:	3805	Post Date:	08 / 22 / 2018
City:	Coarsegold	State:	CA

SUMMARY:

This internship is designed for Tribal Team Members interested in gaining practical experience in the administrative operations of Accounting, specifically the position of Revenue Accounting. Interns will be exposed to various administrative duties providing assistance to the Accounting Department. Interns will be learning the processes pertaining to CGRC's revenue auditing and accurately recording audits daily in a timely manner towards operation efficiency. Interns will gain at least 1,000 hours of hands-on experience of what this position entails and be able to accomplish all tasks listed in the Work Plan Outline. Upon successfully completing the internship program, interns will be given a certification of completion that can be used towards their experience.

ESSENTIAL DUTIES AND REQUIREMENTS:

Works collaboratively with the management team, training staff and the CDPA to complete all portions of the internship outline.

Interacts professionally and effectively with the public and Team Members. Performs excellent customer service at all time.

Prepares journal entries; tracks coupons used on property; sorts and records complimentary receipts.

Reconciles accounts on a regular basis.

Assists with the monitoring of all financial activities on property, with respect to Revenue Accounting, to ensure that all applicable laws, rules, regulations and controls of the company, the Federal and State Tax Commissions, and the Gaming Commission are enforced throughout the Revenue Accounting Department.

Evaluates various situations, with respect to Revenue Audits, and determines how best to handle same.

Facilitates the flow of information, by attending regularly scheduled departmental meetings.

Ensures to a high degree the accuracy and thoroughness of departmental records and reports.

Maintains a consistent, regular attendance record.

Performs any reasonable request made by management.

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

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a Team Member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is regularly required to talk or hear. The Team Member is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Team Member 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 a Team Member 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 Team Member is regularly exposed to risk of radiation (from computers), as a great deal of the workday is spent working on spreadsheets or inputting data into the computer system.

The noise level in the work environment is usually moderate, becoming loud on the casino floor. When on the casino floor, the Team Member will be exposed to a smoke-filled environment.
