

PARAGON CASINO RESORT

Job Description

REVENUE AUDIT MANAGER

Department:	Finance	Reports to:	Controller/Director of Finance
Job Code:	MGR06	License:	Gaming
Position Code:	MGR020	Costing:	600 6100 6111
Pay Grade:	E9	Date:	02/28/19
EEO-1 Code:	1.2		

SUMMARY:

Responsible for ensuring that all revenue audit activities, which relate to revenue generated on property, are in accordance with all applicable laws, rules and regulations of the Gaming Commission, Federal and State Tax Commissions and internal policies, procedures and controls of Paragon Casino Resort.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develops trains, advises and supports a TEAM of Revenue accounting associates.
- Ensures the integrity of all financial data produced by associates under his/her span of control.
- Maintains adequate staffing levels in the Revenue Audit Division of the Finance Department, by interviewing, selecting, training, scheduling, evaluating, promoting, assisting in career development, disciplining, and terminating associates, as needed.
- Monitors all financial activities on property, with respect to Revenue Audit to ensure that all applicable laws, rules, regulations and controls of the company, the NIGC, the Louisiana State Police, and the Tribal Gaming Commission are enforced throughout the Revenue Audit Division of the Finance Department.
- Reviews Gaming and Tax reconciliations and reports, to ensure accuracy and timely transmission of information to appropriate entities. Completes the tax returns for the Federal Internal Revenue Service and the Louisiana Department of Revenue 945 (domestic gaming tax on winnings) and 1042 (foreign gaming taxes on winnings) taxes.
- Completes the tax returns for Lodging, Golf, Gift shops, and Entertainment for remittance and reporting to the Tribal tax commission.
- Prepares and verifies slot lease and NAP (Native American Progressives) payments.
- Evaluates performance and progress in the Revenue Audit Division of the Finance Department, adjusting performance standards and procedures as needed.
- Coordinates daily and monthly journal entries for financial reconciliations of Revenue and Clearing accounts.
- Troubleshoots in the areas in system errors and/or audits questions.
- Cooperates with Auditors as necessary.

- Assists the Assistant Revenue Manager(s) or equivalent in completion or understanding of their assigned responsibilities.
- Creates financial spreadsheets on computer, programming necessary formulas into the file, and updating information on a regular basis.
- Ensures a maximum level of company-wide service and satisfaction, in the area of Revenue Audit, is achieved and maintained.
- Facilitates the flow of information throughout the property, by attending regularly scheduled departmental meetings.
- Held accountable for the accuracy and thoroughness of departmental records and reports.
- Performs other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the activities of all associates in the Revenue Audit Division of the Finance Department.

REQUISITE QUALIFICATIONS:

The requisite qualifications 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: Bachelor’s degree in Accounting, Business Administration or related area from a four-year college or university; or four to six years related experience and/or training; or an equivalent combination of education or experience. Minimum of three (3) years experience in audit or accounting, and in the gaming industry, with progressive supervisory/managerial experience required.

Qualifications: Must possess excellent communication, organizational, and analytical skills. Experience with audits preferred. Must be extremely numbers-oriented and computer-literate, with superior spreadsheet skills; proficiency in Platinum and Excel software highly preferred.

Must apply for, be granted and retain a valid Tribal Gaming License and State Gaming Certification during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: Ability to read, analyze, and interpret the most complex documents, such as technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from guests, 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, and work with mathematical concepts such as probability and statistical inference.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate 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, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Associate is occasionally required to reach with hands and arms, and to sit; 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 Associate 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 Associate is regularly exposed to the 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.