



JOB DESCRIPTION

TITLE: Income Auditor
Department: Audit
Reporting: Audit Manager/General Manager
Location: Mesa, AZ
Salary: \$18 - \$22 hr

SUMMARY

The audit clerk is responsible for the execution of the Audit and Compliance of credit card receipts, as well as comps, coupons, and discounts.

Essential Duties and Responsibilities:

Primary duties and responsibilities include, but are not limited to the following:

- Verify credit card transactions from servers, bartenders and cashiers. Prepare and log corrective action forms for variances outside of established guidelines.
- Prepare daily reports and complete end of day tasks.
- Audit server and cashier receipts for compliance with cash handling guidelines. Record findings and generate quality control forms.
- Audit discounts, comps and refunds to ensure they meet company guidelines.
- Approve Point Of Sale tenders and prepare invoices for in house account billings.
- Maintain Lost and Found records for items of value or financial importance.
- Research customer inquiries concerning credit card disputes.
- Maintain coupon log and distribute as requested.
- Maintain petty cash log and distribute as needed.
- Maintain a company vehicle log.
- Update Commission and Gratuities log for parties and events.
- Practice good communication skills (sharing information, listening to others and explaining the "WHY" decisions are being made and conflict resolution skills).
- Is expected to be a good Leader, work with Team Members and Management.
- Show positivity when communicating to Team Member's for morale and performance.
- Be committed in ethical standards and consistent in making good decisions.

- Follow department internal control and security policies for securing assets and other related functions.
- Conduct themselves at all times in the manner that avoids appearance of uncalled favoritism or bias.
- Performing job duties in a timely matter
- Report any Policy and procedure non-compliance to Audit Manager and Human Resources.
- Other duties may be assigned
- In depth understanding of all events and happenings at Revel Surf

Education and Experience:

- Must pass an audit math evaluation
- High School Diploma required; BS preferred
- Good working knowledge of cash operations, cashiering functions, procedures, and policies
- Basic computer skills in the following programs: Microsoft Word and Excel
- Required to read and write English, follow verbal instructions
- Must pass standard background check
- Ability to multi-task, be an independent worker, and complete tasks in a timely manner

Work Environment:

- Travel may be required for occasional deliveries, visits to other locations, company meetings
- **Interior Work Areas-** moderate to hot temperatures in the kitchen areas. Flooring is tile in the kitchen and carpeted or tile in the restaurant. Rubber mats cover the floor behind the bar. Possibly encountering wet or slippery floor surfaces.
- **Exterior Work Areas-** may have extreme temperatures depending on weather conditions