



39 Road 5568 | Farmington, NM 87401 | 505-566-1200

Qualifications

Associate (Preferred)

Accounting: 2 years (Preferred)

Financial reporting: 2 years (Preferred)

Sunray Park and Casino is a locally owned entertainment facility where it is our mission to operate a clean, fun, and friendly establishment within our community. We thrive on teamwork, customer service, and making our guests the top priority. The **Revenue Auditor/AP Controller** is to maintain our mission, ensure and promote the highest level of customer service skills at all times as you are a representative of Sunray Park.

Sunray Park allows its patrons to use Tobacco products on the premises so it is our responsibility to uphold these customer service standards while working in this type of environment. It is our vision to be the top entertainment facility in the Four Corners with legendary customer service.

Essential Duties and Responsibilities:

- Verification of money handling procedures. Report discrepancies in order to comply with established standards of internal controls.
- Prepare exception reports for variances. Follow up with departmental personnel on outstanding issues.
- Audits records for proper compliance with casinos internal controls.
- Prepares Accounts Payable documents for computer entry to facilitate payment to vendors and files all paid Accounts Payable documents.
- Assists with maintaining and balancing the general ledger and prepares daily journal entries.

General Duties and Responsibilities:

- Ensure the safety and security of employees and customers
- Cooperate and maintain effective communication with other managers, staff, employees and customers
- Protect the assets of the company
- Comply to Sunray Park and Casino's Employee Policy Handbook
- All other duties as assigned

Standard Qualifications:

- Excellent customer service skills
- Ability to adapt to equipment and technology



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- Must be Proficient in Microsoft office programs and or be willing to learn
- Proficient in using a 10 key adding machine

SUNRAY PARK AND CASINO

POSITION DESCRIPTION

- Strong communication & Intrapersonal skills
- Deliver complex information to diverse audiences
- Ability to meet deadlines
- Follow directions and analyze problems efficiently
- Strong Leadership skills
- Ability to lift heavy items over 25-50 pounds which varies per position
- The desire to be a team player
- Must be able willing and available to work any and all shifts
- May be required to stand/sit for long periods of time
- Obtain Required Licenses by deadline including annual renewals
- Abide by company Policies & Procedures

Required Certificates, Licenses, Registrations

- New Mexico Racing and Gaming license required

Job Type: Full-time

Pay: \$12.00 - \$15.00 per hour

Schedule: 8 hour shift, Monday to Friday