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# Example of Audit Clerk Job Description

Our growing company is looking to fill the role of audit clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for audit clerk

* This position requires the ability to conduct audits on a timely basis along with the ability to investigate all paper flows
* Perform other tasks as assigned by the Gaming Accounting Supervisor
* Audit and Administer the integrity of the Team Member Time Card Reports for all departments throughout the entire resort
* Monitors expiration dates of medication to assure only in date medication available for patient use
* Assists with maintaining ADM system user profiles
* Ensuring sales data is correct from all stores using ReSa system
* Investigating store receivables variances by contacting the stores cash offices and providing corrective action
* Liaising with Loss Prevention, Store Operations and Customer Services to ensure the integrity of the sales data received from the stores
* Business reporting and analysis for variances and fraudulent activity
* Liaising with contracted Cash in Transit and Merchant Acquirer Vendors with store and customer queries

## Qualifications for audit clerk

* Guest Service and Night Audit Experience preferred
* Associates Degree in accounting or equivalent education or experience preferred
* Must be able to lift and carry 25 pounds as needed
* Experience with Mainframe systems required
* Ability to read and interpret instructional documents such as reports and procedure manuals
* Green screen functionality