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# Example of Audit Clerk Job Description

Our innovative and growing company is looking for an audit clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for audit clerk

* Process all guest check-ins by confirming reservations, assigning room, and issuing and activating room keys
* May perform the duties of a Front Desk Agent if staffing level is inadequate
* Assist Revenue Audit Clerks
* Reconcile Cash Turn Ins with the cage report
* Prepare Food & Beverage Flash report
* Review and input data from F&B audits into the Daily Operating report
* Audit different outlets as scheduled
* All duties are to be performed in accordance with departmental and company policies, practices, and procedures
* Prepare and complete daily gaming audits and record gaming revenue
* Review daily meter reports for unusual slot meter activity and make necessary meter adjustments in slot system

## Qualifications for audit clerk

* Must have excellent attention to detail and be able to follow instructions
* Must be able to perform functions in a close time frame and comfortable working under pressures required to meet deadlines
* Excellent computer skills including knowledge of Microsoft Office products
* Associate must be dependable and willing to work overtime
* Associate should have basic knowledge of the USPS postage rates
* Must have a valid Texas driver’s license with a clean driving record