

**DEPARTMENT OF ADMINISTRATION - DIVISION OF GAMING
OFFICE OF INDIAN GAMING AND REGULATORY COMPLIANCE
POSITION SUMMARY**

AUDITOR – SENIOR (REVENUE ANALYST) 325721

The Wisconsin Division of Gaming, Office of Indian Gaming and Regulatory Compliance (OIGRC) is responsible for the oversight of Wisconsin's tribal gaming operations.

The OIGRC utilizes two information systems to perform its regulatory duties. The Data Collection System (DCS) is a system that was developed to enable all tribes to comply with Compact provisions that require the submission of daily Class III gaming accounting data for electronic games of chance and table games. The system contains a component that enables the submission of data and a database that maintains all data and enables reporting on the data. The OIGRC also maintains a gaming device inventory system that enables all tribes to comply with Compact provisions that require the submission of inventory information regarding electronic games of chance, including devices shipments, inventory changes and device removals.

Under the limited supervision of the OIGRC Audit Program Supervisor (Supervisor), this position is primarily responsible for monitoring the data submitted to the OIGRC information systems, preparing standard and custom reports to perform analysis of submitted data and initiating investigation of variances based on the analysis.

This position is primarily responsible for the analysis and verification of tribal gaming revenue information and working with the Supervisor and financial auditors in the determination of payment amounts due to the state based upon percentages of revenue as required by the State/Tribal Compacts and Amendments. This position is responsible for assisting auditors in the preparation for OIGRC field audits through the review of submitted electronic data and production and analysis of standard and custom reports as requested by management and as needed by staff.

This position is responsible for working with the systems analyst in process of ensuring that required tribal payments to the state are calculated, confirmed, invoiced and collected in accordance with the provisions of the Compacts.

In addition, the position is responsible for ongoing monitoring of Tribal gaming operations through analysis of independent tribal financial and security audits, review of submitted tribal documents and auditing of DCS data. The position is responsible for production of standardized and custom reports containing summaries and conclusions regarding the submitted reports and data for OIGRC management and staff.

This position serves as backup to the systems analyst as needed and as directed by the Supervisor.

This position requires extensive knowledge of the Compacts, the Indian Gaming Regulatory Act, minimum internal control standards, internal policies and procedures for all Wisconsin casinos and general casino operational procedures. In addition, the position requires complete understanding and knowledge of the operation of on-line slot accounting systems, casino revenue auditing processes and slot performance analysis procedures.

OIGRC POSITION SUMMARY
AUDITOR – SENIOR (REVENUE ANALYST)
Page 2

GOALS AND WORKER ACTIVITIES

85% A. TRIBAL REVENUE DATA ANALYSIS

- A1. Review data received from the Tribes and reports produced by the OIGRC Information Systems on a daily basis. Work with tribal gaming commissions and Division staff to determine areas of concern.
- A2. Prepare and review standard reports as required by the OIGRC Information Systems MICS and develop custom reports as necessary and as requested by Division management and staff.
- A3. Perform active investigation into identified data issues, including the production of customized reports, analysis of background data and contact with tribal gaming contact personnel as necessary. Investigate identified problems to resolution and document investigations as required.
- A4. Review and analyze daily and monthly gross revenue and variance reports. Investigate and attempt to resolve or document any material differences.
- A5. Identify patterns of change in handle, revenue or other relevant reported data and investigate changes according to established procedures or as directed by management.
- A6. Independently maintain revenue tracking and other reports with current data as it is available according to established procedures. Conduct ongoing analysis of historical data, variances and other relevant issues according to established procedures and as directed by management. Provide regular updates to management and other staff as necessary and advise management of historical trends and irregularities in data.
- A7. Independently review and analyze financial audit and security audit reports, work papers and engagement letters of external auditors or consultants for the Tribes. Contact the independent auditors as necessary and as directed by the supervisor or other audit staff.
- A8. Provide assistance to the field payment and compliance audit staff as necessary, especially in the production of reports and conduct of review and analysis of tribal data in the preparation for payment audits. Assist payment auditors in the field and serve as a field payment auditor as necessary and as directed by the supervisor.
- A9. Answer practice and procedure questions pertaining to the OIGRC Information Systems for OIGRC staff, Division staff and members of the public as directed by the Supervisor.

OIGRC POSITION SUMMARY
AUDITOR – SENIOR (REVENUE ANALYST)
Page 3

15% B. ADMINISTRATION

- B1. Perform other administrative duties as needed.
- B2. Serve as backup to the OIGRC Systems Analyst as needed and as directed by the supervisor.
- B3. Attend staff and Division meetings as directed by the Supervisor.
- B4. Identify problem areas in programs and practices and develop new procedures.
- B5. Assist in maintenance of records and files.
- B6. Provide support in other Indian gaming projects as directed by the Supervisor.
- B7. Maintain logs and reports to monitor Tribal gaming operations on an ongoing basis as requested.
- B8. Monitor changes in technology and gaming accounting and determine the effects on Tribal gaming operations and gaming revenue.

State of Wisconsin
 Department of Administration
 Division of Gaming

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