



# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

**Department:** Finance & Accounts

**Position Title:** Auditor - Gaming Audit

### Job Description:

- Perform daily audit on Table games, Electronic games, Cage, Marketing in according with MICR
- Audit and report all Gaming Revenue in accordance with regulatory Standards
- Follow senior or supervisor's instruction to complete daily operating report, reconciliation and review documentation for compliance and other duties and assistance as assigned

### Job Requirement:

- Bachelor's Degree in Accounting / Finance / Commerce or related disciplines
- With 1 year related experience is preferred
- Knowledge of gaming operations and gaming system will be a preference
- Knowledge in casino accounting and auditing principles and practices
- Proficient in both written and spoken English and Chinese
- Proficient in MS Office
- Good team player, independent and able to work under pressure

Interested parties, please apply via:

- Email the detailed resume to [careers@sjmresorts.com](mailto:careers@sjmresorts.com)
- Hotline 8297 8485 / 8297 8635



# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

**Department:** Finance & Accounts

**Position Title:** Auditor – Non-Gaming Audit

### Job Description:

- Ensure proper daily audit of Hotel, Retail, F&B, Spa, Ticketing and other revenues
- Ensure all revenues are recorded in the accounting system accurately and on timely basis
- Prepare daily operating report, reconciliation and review documentation for compliance
- Provide support to Senior Auditors and Supervisors to ensure the compliance of internal policies and procedures

### Job Requirement:

- Bachelor's Degree in Accounting / Finance / Commerce or related disciplines
- Work experience in large-scale resorts is preferred
- Proficient in both written and spoken English and Chinese
- Proficient in MS Office
- Good team player, independent and able to work under pressure

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# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

**Department:** Finance & Accounts

**Position Title:** Associate - Costing

### Job Description:

- Assist the senior associates and supervisors in daily tasks
- Review the transactions in Inventory System on a daily base
- Ensure all inventory items have unit cost and be classified in its proper category
- Review all sales record (Infrasys) to match with inventory deduction in Inventory System
- Conduct inventory spot checking in warehouses and F&B outlets to ensure all items are maintained and matched with the system balance
- Participate in month-end stock taking
- Prepare stock take variance report
- Perform other assigned duties deemed necessary by the department head

### Job Requirement:

- Bachelor's Degree in Accounting or Finance
- Minimum 1 year working experience in accounting and auditing
- Good understanding of business principles and practices
- Proficient in both written and spoken English and Chinese
- Proficient in Microsoft Office

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# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

**Department:** Finance & Accounts

**Position Title:** Associate – Accounting

### Job Description:

- Maintain financial records, record a wide range of financial transactions depending on the business unit they support
- Provide complex administrative support to the team
- Perform other duties assigned

### Job Requirement:

- Bachelor's Degree in Accounting / Finance / BA or related disciplines
- Demonstrated experience in accounting is preferred
- Proficient in MS Office
- Proficient in both written and spoken English and Chinese

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