



POSTED: FEBRUARY 28, 2020 DEADLINE: UNTILL FILLED

JOB DESCRIPTION

POSITION: Accounting Clerk I

DEPARTMENT: Accounting

LOCATION: Resort

SUPERVISOR: Accountant

EMPLOYMENT: Full Time

PAY RATE: \$14.00 - \$17.00 DOE

DESCRIPTION:

Perform a variety of clerical accounting work in the preparation, verification, and maintenance of financial records and reports; and to perform related duties as assigned.

RESPONSIBILITIES:

- Provide excellent Guest Service to guests, internal and external through active guest engagement and positive attitude.
- Codes data for input to accounting system according to company procedures.
- Performs payroll duties.
- Reconciles report discrepancies and problems.
- Compiles and sorts documents that substantiate business transactions.
- Keep records accurate and up-to-date.
- General ledger reconciliations.
- Monthly general ledger journal entries.
- Coordinate insurance/benefit information with Human Resource personnel.
- Perform slot accounting duties.
- Verifies and posts details of transactions, such as invoices and checks, and totals accounts to ledgers or computers spreadsheets and databases.

- Prepares vouchers, checks, accounts statements, reports, and other records and reviews for accuracy.
- Works with vendors and co-workers to solve discrepancies.
- Computes and records charges, refunds, and cost of lost or damaged goods, freight charges, rentals and similar items.
- Assist other accounting team members as needed or directed by supervisor and/or management.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D. equivalent.
- Knowledge of computers and Microsoft Excel spreadsheets.
- Must be able to receive and maintain a Gaming License.
- Knowledge of general accounting principles.
- Must pass background checks and other pre-employment screenings.

PREFERRED QUALIFICATIONS:

- Associate Degree in Business/Accounting
- One to three months related experience and/or training
- Any equivalent combination of training and experience

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

OUR MISSION

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

Date Approved by the Public Enterprise Finance Commission (PEFC): 11/18/2016

Northern Waters Casino Resort

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