



**POSTED: AUGUST, 13<sup>th</sup> 2021**

**DEADLINE: UNTIL FILLED**

**JOB DESCRIPTION**

**POSITION:** Accounting Manager  
**DEPARTMENT:** Accounting  
**LOCATION:** Resort  
**SUPERVISOR:** Director of Finance  
**EMPLOYMENT:** Full Time  
**SALARY:** \$52,000 - \$62,000 (D.O.E)

**JOB DESCRIPTION:**

The Accounting Manager is responsible for the day-to-day accounting operations of the resort complex. Ensures timely completion of daily audits of revenues, postings to the general ledger and month end reconciliations. Assists the Director of Finance in preparing accurate and timely financial reports.

**RESPONSIBILITIES:**

- Provide excellent Guest Service to guests, internal and external, through active guest engagement and positive attitude.
- Hire, train, mentor, administer corrective action, and terminate members of the accounting team as needed.
- Maintain a working knowledge of Generally Accepted Accounting Principles
- Assist the Director of Finance with reviewing and approving all purchasing transactions and payment requests in the accounting information system
- Ensure monthly reconciliations are completed timely and accurately including various balance sheet accounts and bank reconciliations.
- Reconcile the local government A/P account (2%) to ensure accurate gaming distributions are made to local units of government. Work with the Tribal Treasurer to ensure timely payments are properly approved and disbursed.
- Prepare and submit NIGC Gaming reports on a quarterly basis.

- Ensure the timely and accurate filing of W2-G, 1042 jackpots and 1099 prize winnings with the appropriate regulatory agencies
- Prepare financial reports and analysis as requested by the Director of Finance and/or the PEFC.
- Prepare the accounting department budget. Assist other directors and managers with their budgets as needed. Assist the Director of Finance as requested to help prepare and present the annual budget for approval.
- Respond to department director and executive management questions regarding purchases, budgets, capital expenditures or other accounting related issues.
- Assist the Director of Finance in completing the annual external audit and internal audit. Respond to all auditor requests timely and professionally.
- All other duties as directed by the Director of Finance.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Finance or Accounting.
- Minimum 3 years of accounting experience in positions with progressively increasing responsibility.
- Minimum 1 years of prior management/supervisory experience.
- Demonstrated experience working with accounting information systems.
- Proficient in Microsoft Office including, Excel and Word.
- Strong knowledge of and adherence to generally accepted accounting principles (GAAP).
- Must possess excellent communication, organizational, and analytical skills.
- Must be able to effectively set and manage multiple priorities.
- Ability to comprehend, interpret and implement instructions, policies and/or regulations
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

### **PREFERRED QUALIFICATIONS:**

- 2 plus years of casino/resort accounting experience
- 2 plus years in Native American Gaming
- Strong knowledge of NIGC, MICS and BSA/AML laws regarding regulatory compliance and reporting.

*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): 10/28/2021**

**Northern Waters Casino Resort**

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