



POSTED: MARCH 12, 2020

DEADLINE: UNTIL FILLED

JOB DESCRIPTION

POSITION: Casino Accounting Manager

DEPARTMENT: Accounting

REPORTS TO: Public Enterprise and Finance Commission

LOCATION: Resort

EMPLOYMENT: Full-Time

SALARY/PAY RATE: \$75,000-\$90,000 annually DOE

DESCRIPTION:

The Accounting Manager is responsible for ensuring the accuracy of finances and accounting operations of Lac Vieux Desert Northern Waters Casino Resort and other enterprises under the control of the Lac Vieux Desert Public Enterprise and Finance Commission (“Tribal Enterprise”). This position will oversee the preparation of and the analysis of financial statements, including the coordination and execution of financial related activities to ensure proper financial reporting. This position will be responsible for establishing and enforcing proper accounting methods, policies and principles for the Tribal Enterprise.

RESPONSIBILITIES:

- Oversee the day to day operations of Tribal Enterprise Accounting Staff.
- Hire, train, mentor, implement corrective action, and terminate Tribal Enterprise Accounting Staff.
- Oversee monthly close process to ensure all accounts are timely reconciled and accurately recorded.
- Provide cash flow analysis for management and PEFC review.
- Analyze and prepare financial reports in an accurate and timely manner.
- Clearly communicate monthly and annual financial reports to management and the PEFC.
- Manage organizational cash flow and budgeting.
- Develop, implement and enforce financial policies and procedures in accordance with GAAP, Tribal law and required regulations.
- Coordinate and lead the annual audit process, liaise with external auditors and assess any necessary changes.
- Oversee and lead annual budgeting process in conjunction with management.
- Present annual budget to the PEFC for approval.
- Administer and review all Tribal Enterprise financial plans and budgets.
- Prepare materials for and report Tribal Enterprise financial data to Tribal Citizens as required by the PEFC.
- Collaborate with the Tribal Treasurer and participate in Tribal strategic and financial planning efforts.

- Responsible for managing system hardware and software applications.
- Identify, prioritize, and coordinate additional projects in conjunction with management.
- Other tasks that may be assigned by management.

MINIMUM QUALIFICATIONS:

- BA/BS degree in Accounting or experience equivalent is required.
- 7 years of accounting experience in progressively higher-level positions.
- A minimum of 3-5 years' experience in electronic financial accounting.
- Knowledge of general accepted accounting principles (GAAP).
- Must be able to receive and maintain a Gaming License.
- Excellent written and oral communications.
- Strong skills supervising people, projects, and meeting deadlines.
- High level of demonstrated accuracy.
- Strong analytical, critical thinking and problem-solving skills.
- Proven ability to track and manage several projects simultaneously.
- Exceptionally motivated, organized and detail-oriented.
- Team player with a willingness to help where required.
- Ability to work both under supervision and independently.
- Professionalism and discretion.

PREFERRED QUALIFICATIONS

- CPA
- Casino accounting 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

Lac Vieux Desert Northern Waters Casino Resort – Our Mission: 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): March 13, 2020

Northern Waters Casino Resort

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