MENOMINEE
CASINO RESORT

Menominee Casino Resort

1st Posting

Position	Senior Accountant	**Job Status**	Full-Time
		Minimum Age	21
Wage	$20.00		
Date Posted	Wednesday, June 13, 2018 8:00:00 AM		
Date Closed	Wednesday, June 20, 2018 4:30:00 PM		

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Responsible for properly performing all financial activities related to the Accounting Department, in accordance with established policies, procedures and controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reconcile all balance sheet accounts in a timely, effective manner.
- Shall be responsible for monthly recurring and non-recurring journal entries and entering them into the computer.
- Approval of journal entries done by the accounting staff.
- Shall be responsible for assisting with month end duties under the Financial Director.
- Maintains fixed assets accounts and depreciation monthly.
- Shall be responsible for general ledger analysis monthly.
- Shall be responsible for monthly and quarterly slot machine analysis, investigations, and reconciliations.
- Shall be responsible for yearly EPROM audit and yearend inventory count for the MCR organization.
- Shall be responsible for two house counts per year for the MCR organization.
- Shall be responsible for yearly maintenance department inventory for the MCR organization.
- Shall assist with yearly budgets and budget mods.
- Assist with outside audits.
- Sign purchase orders.
- Sign job postings and transfers.
- Assist accounting staff with research and coding issues.
- Perform weekly cash flow.
- Perform monthly table games analysis.

- Shall assist with key audits on a quarterly basis.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.
- Any other duties assigned by the Financial Director.
- Responsible for maintaining a consistent, regular attendance record.

SUPERVISORY RESPONSIBILITIES

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum: Requires Bachelor's degree in Accounting Finance, Business or related field with five years experience in General Ledger/Balance Sheet accounting.

SPECIAL QUALIFICATIONS

Must possess effective communication and organizational skills. A minimum of three years experience in General Ledger Accounting, with concentration on balance sheet account reconciliation, fixed assets, financial analysis and spreadsheet creation, required. Must be professional in appearance and demeanor, be twenty-one years of age or older, and must be able to be approved for and maintain a valid gaming license. Comply with criminal background check, have no convictions of shoplifting or stealing within the past five years. Preference given to qualified Menominee or other Native American applicants. Menominee Ordinance 82-10 will be followed.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:
No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law.
- A felony conviction of any kind in the immediately preceding two years.
- A crime of any kind related to gambling in the immediately preceding two years.
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years

In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.

LANGUAGE SKILLS

Ability to read, analyzes, and interprets the most complex of documents, such as technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from guests, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS

Ability to add, subtracts, multiply and divides in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply commonsense understanding to carry out a variety of instructions furnished in oral, written or diagram form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Employee must be able to operate a calculator, copier and fax machine.

The noise level in the work environment is usually mild.