 <p style="text-align: center;"><b>Job Description</b></p>	<p><b>Accounting Manager</b></p> <p>Page <b>1</b> of <b>2</b></p>
DEPARTMENT: Accounting	REPORTS TO: General Manager

### Summary

Is directly responsible for the audit and financial reporting processes of the Accounting Department. Assures the overall operational compliance with Minimum Internal Control Standards. Oversees the coordination, gathering, and accurate reporting of financial data, which includes all revenues, payouts, and departmental expenses. Coordinates with external auditors and prepares financial statements and reports for the General Manager, and provides budget detail.

### Principal Activities & Responsibilities

- ❖ Is responsible for adherence to applicable regulations, internal controls, gaming regulations departmental policies and procedures and the anti- money laundering program
- ❖ Prepares and transmits timely, accurate, and compete financial reports.
- ❖ Reviews casino weekly drop reports and payouts, food and beverage revenues and expenses, cash summaries, and related revenue reports for management.
- ❖ Reviews casino and non-casino generated accounting records and reports any deviations from established company and regulatory policies and procedures.
- ❖ Enhances and implements new audit procedures.
- ❖ Responds to requests for financial information from other departments, as approved by the General Manager.
- ❖ Prepares tax filings for jackpot payouts and independent contractors
- ❖ Responds to document requests from external auditors, Tribal Gaming Commission, Tribal Government, and other regulatory agencies.
- ❖ Assures the timely and accurate posting to sub-ledgers and the general ledger.
- ❖ Prepares month-end closing and appropriate journal entries.
- ❖ Is responsible for year-end reconciliations and preparation of the annual balance sheet, coordination of annual audits, budgets

### Level of Authority & Restrictions


Performs duties and responsibilities in accordance with department policies and procedures and established internal control standards, with delegated authority from the General Manager.

### Physical & Mental Demands

- ❖ Must be able to multi-task.
- ❖ Must be able to stand for long periods of time.
- ❖ Must be able to move up to 25 pounds.

### Working Conditions & Environment

- ❖ Must be able to work in smoking and non-smoking environments.
- ❖ Must be able to work all shifts, weekends, holidays & special events as needed.

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### Minimum Job Requirements

- ❖ Must be at least 21 years of age.
- ❖ Preferably College Degree in Business, Accounting, Economics or Finance preferred. CPA/MBA is a plus.
- ❖ Five or more years of experience managing a finance or accounting organization or department.
- ❖ Must be proficient with Microsoft Word and Excel.  
Possess good organizational and planning skills.
- ❖ Must be able to demonstrate a thorough knowledge of the Minimum Internal Control Standards for casino operations and accountability.
- ❖ Must possess reasonable ability to communicate in English.
- ❖ This position is subject to pre-employment drug testing and criminal history background check which may include fingerprinting.
- ❖ Must have employment eligibility in the U.S.
- ❖ Must receive and maintain a valid Class A gaming license from the Tribal Gaming Commission.

### Indian Preference

It is the policy of the Tribe to grant Indian Preference in hiring, promotion, and retention, all subject to meeting or being capable of meeting minimum job and educational qualifications, while living on or near a reservation, in accordance with Title VII, Section 7(b) of the Indian Self-Determination and Education Assistance Act of 1975.