



## Menominee Casino Resort

### 2nd Posting

**Position** General Ledger Accountant

**Job Status** Full-Time

**Minimum Age** 21

**Wage** \$ NEGOTIABLE \$

**Date Posted** Friday, December 30, 2022 8:00:00 AM

**Date Closed** Tuesday, January 31, 2023 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 General Ledger Accounting Department, in accordance with established policies, procedures and controls.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shall be responsible for monthly recurring and non-recurring journal entries and entering them into the computer.
- Shall be responsible for assisting with month end duties under the Financial Director's direction.
- Shall be responsible for assisting with Month End and Year End Financial Statements. Includes preparation of financial reports and distribution to program managers.
- Responsible for balancing monthly bank reconciliations.
- Responsible for producing coupons and/or certificates as needed.
- Maintain logs and inventory of coupons, certificates, and promotional items.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.
- Responsible for maintaining a consistent, regular attendance record.
- Any other duties as assigned by the supervisor.

### 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

Bachelor's degree in Accounting or related area from a four year college or university preferred, or five years of experience in Accounting, or an equivalent combination of education and experience.

### SPECIAL QUALIFICATIONS

Must possess effective communication and organizational skills. A minimum of three years experience in General Ledger Accounting and spreadsheet creation required. Must possess a thorough and demonstrated knowledge of Great Plains Accounting Software. 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. Individual must submit to a 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.



**MENOMINEE**  
CASINO RESORT

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- 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.

### **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.