



Menominee Casino Resort

2nd Posting

Position Finance Accountant

Job Status Full-Time

Minimum Age 21

Wage \$22.00

Date Posted Thursday, January 04, 2024 8:00:00 AM

Date Closed Friday, February 02, 2024 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 accounting and accounts receivable functions in accordance with established policies, procedures and controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shall be responsible for preparing 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 direction.
- Shall be responsible for assisting with reconciling balance sheet accounts on a monthly basis.
- Shall be responsible for assisting with Month End and Year End Financial Statements. Includes preparation of financial reports, distribution of reports to program managers.
- Bill Accounts Receivable in an accurate, timely manner, to increase likelihood of prompt payment.
- Shall be responsible for weekly verification of Tobacco Vendor Coupons against Daily Vault Reconciliation report amounts.
- Organizes and maintains filing system for Accounts Receivable.
- Shall be responsible for maintaining log for Hotel coupons distributed to external hotels. Preparation of Sign Out Log to be sent along with coupons.
- Shall be responsible for comparison of Hotel coupons redeemed by guest against logs from Hotels.
- Shall be responsible for monthly submission to Menominee Tribal Gaming Commission all Hotel coupons dispersed for the month.
- Shall serve as back up person for Payroll and SDS system.
- Any other duties as assigned by the Financial Director.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.
- Responsible for maintaining a consistent, regular attendance record.

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 two to four 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 one-year experience in General Ledger Accounting, with concentration on balance sheet account reconciliation, fixed assets. Must be computer-literate.

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:



MENOMINEE
CASINO RESORT

Menominee Casino Resort

- 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 347 and the Tribal Gaming Compact.

LANGUAGE SKILLS

Ability to read, analyze, and interpret financial reports. 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 or small group situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide 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.

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

The noise level in the work environment is usually mild.