



Menominee Casino Resort

2nd Posting

Position ACCOUNT CLERK I

Job Status Full-Time

Minimum Age 18

Wage \$16.50

Date Posted Thursday, March 28, 2024 8:00:00 AM

Date Closed Thursday, April 04, 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 accounting functions - data entry, shredding, properly discarding data seven years and older, filing and financial activities related to the Finance Department as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Scanning financial documents.
- Properly discarding financial data seven years and older.
- Oversee coordination with Departments for monthly shredding with external vendor.
- Filing.
- Other duties as assigned by the Accounting 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

Minimum:

- High school diploma or equivalent required.
- Must have experience with data entry, calculator use, computers and Microsoft Office programs.

Preference:

- Experience in various office duties.

Shall have demonstrated a proven work record in previous positions. Ability to pay close attention to detailed. Must be able to work independently. Candidate must be of high integrity, honest, and trustworthy. Must be able to maintain confidentiality. Must be computer-literate.

SPECIAL QUALIFICATIONS

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.



MENOMINEE
CASINO RESORT

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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 respond to common inquiries or complaints from customers, 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, 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. Must be able to lift up to 25 pounds. 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, 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 noise level in the work environment is usually mild.