MENOMINEE
CASINO RESORT

Menominee Casino Resort

2nd Posting

Position	SDS Accountant (Wknd/Holiday)	**Job Status**	Part-Time
		Minimum Age	18
Wage	$16.50		
Date Posted	Tuesday, April 09, 2024 8:00:00 AM		
Date Closed	Thursday, May 09, 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 slot accounting functions in accordance with established policies, procedures and controls. Part time employment Saturday thru Monday and fill in for vacations and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

•Run the online and offline reports.

•Create the slip reports.

•Shall be responsible for balancing/auditing the jackpot slips for both the Casino and Thunder Bird operations with the Vault Transactions.

•Shall be responsible for verification that soft count and ETICKETs amounts from the Thunder Bird and Casino actually transferred into the SDS system after the Count Team has finished.

•Create the accounting reports.

Create reports and balance from Back Office for Kiosk machine.

•Create liability reports.

•Create cashier reports and balance to the SDS system.

•Perform analytical requirements in regard to the slot machines and forward to the Accounting Supervisor.

•Assist with regulatory requirements and Policies and Procedures.

•Assist in the maintenance and trouble shooting of the Finance accounting software.

•Any 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

Shall have High School Diploma or its equivalency

SPECIAL QUALIFICATIONS

Shall have demonstrated a proven work record in previous positions. Ability to work with figures and detailed oriented. Must be able to work independently. Candidate must be of high integrity, honest, and trustworthy. Must be able to maintain confidentiality.

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.

LANGUAGE SKILLS

Must possess effective communication and organizational skills. Ability to read, analyze, and interpret financial reports. Ability to effectively present information in one-on-one or small group situation.

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.