



## Tolowa Dee-ni' Nation/Lucky 7 Casino Enterprises



### Position Description

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<b>Title:</b> Staff Accountant	<b>Department:</b> (30) Administration & Gaming Management
<b>Class:</b> Clerical	<b>FLSA:</b> Non-Exempt
<b>Status:</b> Full Time	<b>Pay Grade:</b> VII
<b>Supervisor:</b> Controller	<b>Subordinates:</b> None
<b>Effective Date:</b> Revised July 2014	

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#### Position Summary:

This position supports the finance Department in a specialized area of General Ledger, Audit, Bank Accounts, and Property Records. The Position is located in the Finance Department. Assignments are performed according to various established office procedures using set standards. New assignments are provided in detail, as well as changes in current procedures. After initial training, work is performed independently. Work is checked for accuracy, adequacy, and timeliness. At full performance level of this position, the Accountant will provide general instruction on policy and/or procedure changes and reporting requirements, and will set overall objectives and priorities. Employee performs daily assignments independently, resolving normal questions and problems according to established procedures and past experience and precedent. Unusual, new or complex assignments, which require deviation from past experience or precedents, are discussed with supervisor; however, employee exercises initiative in researching answers and solving problems.

#### Essential Duties and Responsibilities:

- Work cooperatively with other members of the Finance Department and have a good working relationship with other departments.
- Compile and analyze financial information to prepare entries, reconcile accounts, such as the General Ledger Accounts, and document the correctness of the business transactions.
- Verify the accuracy of the ledger account balances.
- Reconcile and balance all cash and bank accounts and intra-fund transactions to assess the accuracy of the financial records.
- Maintain the Casino's property records with the assistance of the Controller and other departmental managers.
- Conduct physical counts to determine the accuracy of the records and the property.
- Assist in the preparations of schedules, such as awards, expenditures, cash, and liabilities in preparation of the annual audit.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

#### Minimum Qualifications:

- Above average ability to work with numbers.
- Ability to work accurately with detail and to be precise while working within set standards.

- Task oriented.
- Ability to perform the same tasks continuously, sometimes working under the pressure of meeting deadlines.
- Skill in using various standard office machines such as 10-key calculator, computers and printers.
- Knowledge of or ability to use computer operated accounting systems (MAS), and spreadsheets. (Excel/Quattro Pro and various account Programs).
- Ability to act as a back up in all areas of the accounting department.
- High School diploma or equivalent (GED).
- A minimum of 5 years work experience in the areas of accounts payable, accounts receivable, payroll, general ledger, and accounts reconciliation and purchasing/property management.
- Knowledge of audit process in accounting environment and ability to complete audit schedules, such as account analysis and reconciliation.
- Experience must prove demonstrated ability and knowledge of accounting methods and functions.
- Qualified Indian Preference applies.

**Language Skills:**

Ability to read, analyzes, and interprets the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

**Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.

**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 frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 30 lbs.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to Adjust focus (ability to adjust the eye to bring an object into sharp focus).

**Work Environment:**

While performing the duties of this job, the employee is regularly exposed to cigarette smoke. Moderate noise (Examples: business office with computers and printer, light traffic).

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_