

Job Opening Accounting

Position Title: Controller
Position Status: Salaried exempt
Pay: \$81,000.00 to \$120,000.00/ year DOE

Manager: General Manager
Shift Hours: Varied

Qualifications:

- BS degree in accounting preferred.
- GL Accounting Experience preferred.
- 5 years previous accounting experience preferred.
- Knowledge and understanding of accounting and audit principles and functions.
- Strong math skills.
- Knowledge of tax preparation and W2Gs.
- Experience in preparing budgets, revenue projections, reports and statistics.
- Possess strong interpersonal and communication skills.
- Proficient writing, grammar, and punctuation skills.
- Present a well groomed, professional appearance and behavior.
- Computer literate in a variety of computer programs.
- Friendly, outgoing personality.

Physical, Mental and Environmental Demands:

- Work in a fast paced, stressful at times work environment
- Tolerate areas with secondary smoke.
- Meet demanding deadlines.

Overall Responsibilities:

- Responsible for the overall accounting functions of the accounting department.

Essential Functions:

- Accountable for the operation and daily activities of the accounting department.
- Enforce compliance with accounting procedures and internal controls.
- Develop and implement accounting department policy and procedure.
- Supervise the accounting department employees.
- General accounting functions including accounts payable, receivable and general ledger.
- Audit slot drop, and count departments.
- Accounting revenue functions for cashiers, slots, food & beverage and retail.
- Accounting and audit inventories.
- Pay taxes and print W2G for employees and/or vendors.
- Make personnel decisions regarding key accounting department employees.
- Any reasonable request made by management.
- Meeting attendance requirements of the job and adhering to policies and procedures.
- Keeping work areas clean and free of safety hazards, debris, and litter.
- Performing all job functions in a safe and reasonable manner.
- Maintaining proper department uniform, appearance and grooming standards

Benefits:

- Health, Dental, Vision, Life Insurance, and Short-Term Disability.

Job Opening

401K with up to 3% match after 90 days.

Interested candidates can send their resume to Human Resources @ hr@iowatribecasino.com, find us on Indeed, or you can mail resume to: Casino White Cloud 777 Jackpot Dr. White Cloud, KS 66094

Native American preference is given (BIA Form 4432).

The casino reserves the right to make changes to or modify this job description at its discretion.