

# SHOSHONE ROSE



## CASINO & HOTEL

307 206 7000 Po Box 399, Lander WY, 82520 5690 Hwy 287

### Job Posting

**Opening: March 13, 2024**

**Closed: When Position is filled 2024**

**Job Title:** Accounting Manager  
**Department:** Finance  
**Reports To:** Chief Financial Officer  
**Supervises:** Accounting and Finance staff, Revenue Auditors  
**Salary:** Exempt - DOE  
**Positions:** (1) Full Time

### POSITION SUMMARY

The Accounting Manager will ensure all accounting activities gaming and non-gaming; to include accounts payable, accounts receivable, payroll, and revenue audit functions are in accordance with all Generally Accepted Accounting Principles and applicable laws, rules and regulations of the Gaming Commission, internal policies, procedures, and internal controls. This role requires an individual with high attention to detail, very strong communication skills, is cognizant of deadlines, and has successfully demonstrated the ability to work across departments to achieve organizational goals.

**Must be at least 18 years of age, submit to drug testing, fingerprinting, background check and be able to obtain a Gaming License or Work Permit.**

### DUTIES

- Prepare and/or reviewing appropriate ledger entries and reconciliations
- Maintaining the general ledger system
- Assist the CFO in preparing monthly, quarterly, and annual financial statements
- Assist and prepare regulatory reporting as applicable and related duties
- Assist, prepare, review the casino standard operating procedures
- Assist in the design and enforcement of internal controls over cash and equivalents, including:
  - Checks received in the mail for deposit;
  - Preparing accounts payable checks;
  - Electronic transfers and wire payments;
  - Cash and other instruments flowing through the gaming floor.
- Work with other department managers to facilitate paperless purchasing process in accordance with policies and procedures.
- Ensure accounts payable bills are entered into the accounting system timely with proper coding.

- Oversee the bi-weekly payroll process, including adding or removing employees, making changes to deductions, processing pay rate changes, and obtaining approval on the disbursement of funds.
- Review accounting system for completeness of daily revenue journal entries uploaded by Revenue Audit team.
- Ensure monthly and yearly inventories are complete.
- Maintain accountability of company credit or purchase cards and petty cash.
- Assist in the coordination of monthly, quarterly, yearly closing activities under the direction of CFO.

*(These functions are intended as a general illustration of the work performed in this job classification and are not all inclusive for this position)*

## **QUALIFICATIONS**

- **Must have a Bachelor's degree from an accredited college or university**
- Prior experience in bookkeeping or accounting strongly desired
- Demonstrated competency in basic cash handling and cash controls
- Casino, hotel, and/or restaurant experience preferred
- Experience of two years in a supervisory or management capacity.
- Must successfully pass a pre-employment drug screen, background investigation, obtain and maintain a gaming license.

## **PHYSICAL DEMANDS WHILE EXECUTING JOB DUTIES:**

1. Employees are regularly required to talk, hear, listen and follow directives.
2. Employees may stand, walk or sit for extended periods of time, may be required to climb, balance, stoop, kneel, crouch, or crawl.
3. Employees are repeatedly required to reach with hands and arms and use hands to finger, handle or feel objects, tools, controls or office equipment.
4. Employees specific vision abilities required by the this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.
5. The noise level is usually moderate increasing to loud when on the casino floor.
6. The employee may be required to lift up to 30-50 lbs by self.
7. Employee must be able to operate equipment or execute job in mentally and physically stressful situations.

## **ETHICAL BEHAVIOR:**

All Candidates must adhere to Shoshone Rose Casino & Hotel, Personnel Handbook, SOP's and Code of Ethics.

**WORK ENVIRONMENT:**

Work is generally performed in or around a casino environment, office or front desk setting with exposure to secondhand smoke and high noise levels. Working evenings, graveyards, weekends, and holidays may be required.

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**SHOSHONE ROSE CASINO & HOTEL BENEFITS:**

Health Insurance, Paid Time Off, Employment Mobility, Various Shift Work, Employee Discounts

*Shoshone Rose Casino & Hotel, is an equal opportunity employer, is committed to the principle of diversity and affirmatively encouraging Eastern Shoshone Tribal members, Veterans, and other ethnicities to apply.*