

SHOSHONE ROSE

CASINO & HOTEL

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

Open Position June 24, 2024,

Closes when filled

Job Title: Chief Financial Officer
Department: Finance Department
Reports To: General Manger
Supervises: Accounting Manager, Cage/Vault Manager, Drop/Count Manager, Events Coordinator/Manager
Type of Position: Full Time
Salary: DOE

JOB SUMMARY:

The Chief Financial Officer is a key member of the executive team. In the absence of the General Manager, The Chief Financial Officer is delegated the authorities inherit of the General Manager. The Chief Financial Officer for the Shoshone Rose Casino & Hotel is responsible for directing all aspects of casino finance, financial planning, cash flow, accounting, revenue auditing, Cage/Vault, Drop/Count, Events and anti-money laundering (“AML”) compliance in accordance with company policies and procedures and applicable federal and state regulations, including overall care, custody, and management of casino funds, securities, and records. The Chief Financial Officer shall administer and supervise all casino accounting functions, analyze financial statements, and submit related reports to all management staff, as well as regulatory agencies. In addition, the Chief Financial Officer must adhere to all internal control policies and procedures, the Bank Secrecy Act, and Title 31 Rules and Regulations, and must ensure Casino accounting procedures and reporting conform to Generally Accepted Accounting Principles (“GAAP”). **Must be at least 21 years of age to be on the gaming floor, submit to drug testing, fingerprinting, background check, and be able to obtain a Gaming License or Work Permit.**

MINIMUM QUALIFICATIONS:

- **GAMING INDUSTRY EXPERIENCE IS STRONGLY PREFERRED**
- Bachelor’s Degree in Accounting and at least five (5) years of experience as Controller, and/or Finance Director.
 - CPA strongly preferred
 - Will consider candidates with equivalent combination of education and experience.
- Strong computer skills including Microsoft Excel and accounting software.
- Working knowledge of fixed asset accounting, accounts payable, payroll, and data analysis.
- Ability to prepare and analyze financial statements.

- Ability to manage priorities and workflow in a fast-paced environment.
- Strong leadership skills.
- Demonstrated ability to deliver excellent communication and writing skills.

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

- **General Finance**
 - Ensure GAAP is applied throughout the departmental functions.
 - Manage the overall Casino budget, budget planning
 - Ensure financial analytics, and data analysis is performed where appropriate to provide sound advice to management.
 - Ensure tax and compliance related requirements are performed effectively and efficiently.
 - Leads efforts to examine, identify and implement administrative cost reduction initiatives and improve efficiencies across the Casino.
 - Develops metrics to measure the Casino's key performance indicators to make informed decisions that help the Casino meet its goals.
- **General Accounting**
 - Manage monthly general ledger posting process.
 - Maintain fixed asset accounting system, legitimacy of assets, and proper accounting and inventory of assets.
 - Review and interpret unusual transactions, adjustments, or unexpected financial results to determine appropriate accounting treatment and/or required follow up.
 - Analyze daily casino cashflow, forecast revenue sources and uses of casino cash, and initiate casino cash management activities to position the Shoshone Rose Casino & Hotel in advantageous financial position.
- **Audits**

Responsible for audits of Casino cage, count room, slots, table games, poker, hotel, retail, food and beverage, convenience store, and other departments, as may be required.

 - Possess an understanding of revenue audits, cage, credit, and count room issues.
 - Work closely with IT, cage, events, and count room departments to resolve any system problems related to the daily revenue audit and gaming systems.
- **Regulatory**
 - Ensure accurate tracking of information and timely filing related to all regulatory filings, including gaming taxes, W-2G's, Title 31, AML, and Bank Secrecy Act.
 - Ensure timely payment of all gaming taxes and other regulatory fees.
- **Reports**
 - Manage the preparation and review of financial reports and reconciliations to ensure reasonableness and completeness prior to report dissemination.
 - Evaluate statistical reports and other business and gaming reports.
- **Department Management**

- Establish department standards, guidelines and objectives, and maintain other administrative processes, such as budget and staffing, to ensure proper planning and efficient operation of assigned areas.
- Review strengths and weaknesses of all accounting, cage, and casino event operations such as cash inventory levels, and general policies and procedures in order to most effectively implement changes to improve operations and most efficiently allocate resources.
- Review strengths and weaknesses of cage, event and count room functions, in order to most effectively allocate resources as they relate to casino accounting.
- Hire, train, coach and direct staff.
- **Other duties as assigned.**

ETHICAL BEHAVIOR:

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

WORK ENVIRONMENT:

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

PHYSICAL DEMANDS WHILE EXECUTNG 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, peripheal vision, depth perception, and the ability to adust 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.

SHOSHONE ROSE CASINO & HOTEL BENIFITS;

Health, Dental and Vision Insurance, Paid Time Off, 401 K Investment Opportunity, Employment Mobility, Discounted Meals, Various Shift Work, Employee Discounts

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