



JOB DESCRIPTION

POSITION: Staff Accountant

EXEMPT: Yes,	REPORTS TO: Controller
SUPERVISORY: No	SALARY: DOE
DEPARTMENT: Finance	

SUMMARY:

The Staff accountant is under the direct supervision of the Controller and shall be responsible for the overall care, custody, and management of casino funds, securities, and records. Administers all accounting functions, analyzes financial statements and submits related reports to all management staff, OST Gaming Commission and the Oglala Sioux Tribe. And shall adhere to all Regulations of Prairie Wind Casino: Tribal/State Gaming Compact, OST Rules and Regulations, OST Tribal Internal Control Systems, National Indian Gaming Commissions and Title 31 Rules and Regulations, PWC employee handbook.

DUTIES AND RESPONSIBILITIES include the following:

- Review all accounting and financial activities, monitor accuracy and compliance
- Assist with audits
- Participate in counting and auditing inventory and maintain fixed asset listings.
- Maintain general ledger accounting system to record all revenues and expenses of the casino operation.
- Prepare monthly bank reconciliations, balance sheet – prepare income statement - cash flow by the 20th of each month.
- Ensure and comply with OST TGRA Regulations and Internal Controls.
- Assist with daily audit of revenues in a timely manner.
- Assist with daily Cash Summary Report preparations.
- Report daily variances and discrepancies to the General Manager and OSTGC.
- Utilizing Casino/Table Trac to monitor performance on Table Games and Slot machines and submitting a weekly report on such revenue performance to the General Manager.
- Research and develop a system to monitor revenue performance and provide a weekly report to the General Manager on such revenue performance.
- Maintain shift-day-month and year-to-date cumulative reports.
- Submit all Federal, Tribal and State taxes in a timely manner.
- Perform other duties as may be assigned.

REQUIREMENTS: To perform this job successfully, the incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must have excellent oral communication and writing skills
- Possess excellent working knowledge of accounting software, spreadsheet applications and other related software.
- Must be detail oriented
- Demonstrate the ability to interact professionally with other personnel.
- Demonstrate the ability to develop and improve accounting department.
- Possess good working knowledge of report writing.
- Adhere to and enforce confidentiality regulation.
- Must analyze casino financial reports and make recommendations.
- Must be knowledgeable in budget implementation and management.

QUALIFICATIONS:

- Must be familiar with Generally Accepted Accounting Principals (GAAP).
- Pass an alcohol and drug test.
- Apply and obtain an OST PMO Gaming License.
- 4 years of education leading to a bachelor's degree in accounting and 2 years of job experience as an accountant, **OR** 2 years of direct experience in accounting.
- Possess a valid Driver's License.
- Provide proper documentation if claiming Indian preference.
- DD-214 id claiming veterans' preference.
- Verifiable references from previous employer.
- Experience in gaming preferred.

Staff Accountant

**POSITION DESCRIPTION
ACKNOWLEDGEMENT SHEET**

I have read and understand the above Position Description:

Employee: _____ Date: _____

Approved by: _____ Date: _____
General Manager

Concur by: _____ Date: _____
Human Resource Manager

Additions, Deletions, Adjustments, and/or changes to this Position Description may be enacted as circumstances warrant.