

## Running Creek Casino - Job Description

**Native American Preference will apply in accordance with Tribal policies.**

Job Title: Senior Accounting Manager	Posted: November 5, 2018
Supervisor: General Manager	Department: Finance

Direct Supervision of: Accounting Manager, Cage Manager and Purchasing Manager

Indirect Supervision of: All remaining Finance Department Team Members.

The Senior Accounting Manager administers / oversees all department accounting activities, such as financial statements, general ledger preparation, addresses tight deadlines, budgets, accounts payable/receivables, payroll as well as related [taxes](#) and the associated controls of recording and maintaining of financial data, responsible for all areas relating to month end closing and financial reporting, fixed assets, year-end audit preparation and the support of budget and forecast activities

This position is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner.

### PRIMARY DUTIES AND RESPONSIBILITIES:

- Maintains records of assets, liabilities, profit and loss, [tax](#) liability or other financial activities.
- Oversees the preparation, posting and maintenance of general ledger accounts, payroll transactions, accounts payable and general ledger adjustments. Reconciles general ledger as needed.
- Maintain and monitor the Casinos cash flow needs.
- Analyzes financial data in [order](#) to prepare timely monthly, quarterly and yearly financial statements to organization including footnote disclosures.
- Assists and/or produces month end closing financial reports.
- Generates detailed excel spreadsheets to interpret financial records and statements for management.
- Has the ability to work with a financial audit team during an audit process.
- Ensures all financial reporting deadlines are met.
- Analyze [financial information](#) to provide strategic recommendations and maintain solutions to business and financial problems to all departments.

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- Ensures compliance in accordance to accepted accounting practices and with regard to all MICS, TICS, NIGC, IGRA and FinCEN, the Bank Secrecy Act (Title 31) and all relevant laws, regulations and regulatory agencies.
- Responsible for department expenditures and keeping budget within approved limits.
- Interfaces with departmental managers on all related financial issues.
- Assists with outside auditors during periodic or annual audits and assists in the preparation of audit schedules.
- May communicate with financial consultants as necessary and when approved while working on larger projects.
- Assists various departments as needed to analyze data including revenue enhancement and cost containment.
- Maintains open communications with all departments and positions in order to obtain and analyze data, compile and complete all necessary reports and presentations to the proper function areas.
- Creates and coordinates the gathering of information in preparation of budgets, and constantly monitors them as they move through the budget process in a timely manner.
- Assists General Manager in the budget process from the beginning stages to completion.
- Performs analyses of departmental financial statements.
- Prepares or assists in the preparation of special reports and analyses as requested.
- Assists with the design and development of policy and procedures and internal controls for accounting function.
- Prepares and/or reviews adjusting journal entries.
- Assists with outside auditors during periodic or annual audits and assists in the preparation of audit schedules.
- May communicate with financial consultants as necessary and when approved while working on larger projects.
- Has authority to hire, terminate, promote, demote, transfer, provide training opportunities, recommend increases, evaluate performance, create and adjust performance standards, create and or delegate staff scheduling, invoke disciplinary action and provide for the fair and equitable treatment of all department Team Members.
- Performs all other duties as assigned within the scope of work.

#### REQUIREMENTS / PREFERENCES:

- Bachelors in Accounting required plus three to five (3-5) years accounting experience as well as two (2) years of supervisory experience.

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- Gaming industry experience preferred.
- Creative problem solving and analytical skills required.
- Strong knowledge of accounting systems and accounting software.
- Must have at least two (2) years of consulting or direct experience in financial reporting including monthly management level non-GAAP financials (balance sheet, income statement, statement of cash flows and departmental P&L's) and GAAP financial statements (balance sheet, income statement, statement of cash flows and footnotes).
- Strong in a broad range of accounting practices including month-end, quarterly and year-end close, forecasting, cost control and budgets.
- Must have at least two (2) years of consulting or direct experience with completing the payroll process including payroll tax reporting and related forms.
- Considerable and complex PC skills required working with spreadsheets and databases.
- Demonstrated ability to operate a 10 key.
- Requires use of hands, wrists and fingers associated with computer usage.
- Excellent organization and communication skills; both verbal and written.
- You may be required to pass a skills assessment test to determine if you meet the minimum qualifications of the position.
- Knowledge of Title 31 requirements and the Federal Minimum Internal Control standards.
- Must be able to pass a pre-employment drug test
- Must be able to obtain a gaming license in accordance to the regulations established by the Habematolel Tribal Gaming Commission.
- Must be able to successfully complete a three month introductory period.
- Is required to follow and stay in compliance with all Casino and department policies and procedures, IGRA, Federal and State Compact and all regulatory conditions and requirements with regard to this position.
- Must maintain the highest standards of confidentiality at all times.
- Any other duties as assigned.

**PHYSICAL DEMANDS:** Must have complete range of movement in hands and arms. Extensive computer and general use office equipment required. Must be able to lift up to 35 lbs. florescent lighting environment. May be required to work long shifts and weekends.

**WORKING ENVIRONMENT:**

The office and/or gaming floor includes flashing lights, frequent loud noises and cigarette smoke. Flexible work schedule is required. Must be willing to work any hours and/or shift, as assigned, according to business needs. Occasionally must deal with angry or hostile individuals.

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**DISCLAIMER AND CONDITIONS OF EMPLOYMENT:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be constructed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified or limitation of physical demands or working environment.