



JOB DESCRIPTION

POSITION TITLE: Accounting Analyst
DEPARTMENT: Accounting
SALARY: DOQ
POSTING DATES: 01/06/2023-02/02/20203

POSITION SUMMARY: Primary responsibility for analyzing Revenue Center activity. Responsible for the recording and accountability of Fixed and Capital Assets, and all Receivables.

JOB DUTIES AND RESPONSIBILITIES: *A complete listing of job duties and responsibilities is available in the Human Resources Department.*

- Provides leadership, direction, and supervision of assigned employees.
- Analyzes revenue center accounting by monitoring cost of goods sold and inventory levels. Aids in the establishment of retail mark-ups. Informs Accounting Director and appropriate Manager of variances outside of acceptable ranges.
- Provides analysis of entertainment and special events results to proformas.
- Oversees proper billing and recording of all company receivables. Monthly, reconciles accounts receivable to the General Ledger.
- Ensures fixed assets are properly accounted for. Maintains Asset Keeper.
- Monthly reconciles all fixed asset and construction in progress General Ledger accounts. Maintains construction project records.
- Develops procedures, with Accounting Director, for physical count/inspection of assets and prepares appropriate adjustments to asset/depreciation account.
- Maintains current year capital, budget to actual, records.

JOB REQUIREMENTS:

- Bachelor's degree in Accounting or Business Administration with an Accounting Major preferred.
- Minimum of two years experience in accounting functions.
- Experience in analyzing revenue centers.
- Knowledge of Microsoft Business Solutions-Great Plains or comparable accounting software system.
- Must pass a background check in order to qualify for a gaming license.

This is a full-time, exempt salaried position with full benefits. Native American preference applies.