

Employee Requisition Form

Position to Be Filled: Staff Accountant

Purpose: To maintain and reconcile the general ledger balance.

Required Qualifications / Essential Duties:

- Compiles and analyses financial information to prepare entries to general ledger accounts
- Reconciles all general ledger accounts and creates accounting reports
- Performs reconciliation on gaming and non-gaming activities, contracts and vouchers as required and prepares reports to substantiate individual transactions
- Maintains accounting subsystems, prepaid expense, fixed assets, A/R, A/P and other subsystems to ensure they are in balance with the general ledger and differences are reconciled and reported to Controller
- AA or college degree required.
- 2-3 years accounting experience
- Gaming / Hospitality industry preferred but not required
- Detail oriented with good math skills and reasoning ability
- Computer skills, including spreadsheet and on-line computer systems

Reports To: Controller

Starting Rate of Pay: D.O.E

Approximate Hours: 40 hours plus

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative
kam

Date Posted