

# Employee Requisition Form

**Position to Be Filled:** Staff Accountant

**Purpose:** Provide exemplary customer service to the Guests of Tachi Palace Casino Resort and responsible for maintaining and reconciling the general ledger balance.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Complies and analyses financial information to prepare entries to general ledger accounts.
- Reconciles all general ledger accounts and create accounting reports.
- Analyzes and make recommendations on accounts reserves, fixed assets and other general ledger accounts.
- Maintain accounting subsystems, prepaid expense, fixed assists, A/R, A/P and other systems to ensure they are in balance with the general ledger and differences are reconciled and reported in Controller.
- Ensure compliance with all Human Resource policies and procedures.
- Assist with special projects, as necessary.
- Performs other reconciliation or duties as assigned.
- Assist with monthly closing.
- College Degree in Accounting or related field
- 2-3 years of accounting or auditing experience
- Any other duties as assigned.

**Reports To:** Controller

**Starting Rate of Pay:** D.O.E

**Approximate Hours:** 40

**Date Needed:** ASAP

**Filling Deadline:** Open Until Filled