



Employee Requisition Form

Position to Be Filled: Chief Financial Officer

Purpose: Responsible for protecting and growing the assets of the Tachi Palace Casino Resort and Santa Rosa Rancheria. The Chief Financial Officer is responsible for all accounting and financial reporting, asset management, auditing and internal controls, pricing & financial analysis and planning and budgeting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain the overall Finances and Accounting of the Tachi Palace Casino Resort. Establish and maintain sound accounting and financial environments.
• Oversees the Information Systems and Cage/Vault Operations.
• Directs the controller in aiding with procedures and computer application systems necessary to maintain proper records and to afford adequate accounting controls and services.
• Directs and assists the Santa Rosa Rancheria Treasurer in activities such as custodian of funds, securities, and assets of the organization.
• Directs effective tactical and strategic budget development and implementation; interface with other departmental and operations personnel to communicate and/or coordinate with those individuals to enhance overall company objectives and profits.
• Direct and ensure that economic returns are established and achieved.
• Performs all functions in accordance with applicable laws.
• Analyzes operational issues impacting functional groups and the whole institution and determines their financial impact.
• Evaluates and recommends business partnering opportunities.
• Establishes and maintains contacts with Tribal, financial institutions, and the investment community.
• Coaches and develops associates to achieve expected goals by maintaining a consistent approachable demeanor and articulate department expectations.
• Establishes, or recommends to management, major corporate economic strategies, objectives,
• Advises management about insurance coverage for protection against property losses and potential liabilities.
• Provides management with timely reviews of organizations financial status and progress in its various programs and activities.
• A minimum of 15 years' experience working in accounting, with 7 years working in accounting management as a Controller or Chief Financial Officer required.
• Understanding of GAAP, FASB and GASB.
• Five years' experience in a gaming operation and hospitality environment.
• Preferred experience in Indian Gaming environment.

Reports To: Assistant General Manager
Approximate Hours: Full Time
Filling Deadline: Open Until Filled

