



## Employee Requisition Form

### Position to Be Filled: OPERATIONS ANALYST

**Responsible;** for collecting and analyzing data to evaluate casino programs and provide recommendations to increase revenue and efficiency.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Compiles and analyses financial information on operation functions as designated.
- Review general ledger accounts activities and prepare recommendations for adjustments.
- Performs analysis for all gaming operations.
- Performs labor analysis for all departments.
- Performs cost of goods analysis for Food and Beverage.
- Perform budget set up, review and analysis. Assist management with the budgeting process.
- Assist management with monthly financial analysis and review.
- Perform other reconciliations or duties as assigned.
- Assist with special projects, as necessary.
- Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- Bachelor's degree in Accounting/Finance or related field required.
- 3-4 years of accounting experience.
- 2-3 years of analysis experience.
- 2-3 years gaming experience.
- Any other duties as assigned
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**Reports To:** Senior Analyst  
**Approximate Hours:** Full Time  
**Filling Deadline:** Open Until Filled

