



## *Employee Requisition Form*

**Position to Be Filled:** Senior Analyst

**Purpose:** 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.
- 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 in the month and year closing.
- Assist with special project, as necessary.
- Reviews the work of the other analyst/s.
- Sets deadlines and provides follow up on all projects of the analyst/s.
- Maintains a consistent and regular attendance record.
- 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 Finance or Accounting required.
- 2-3 years of accounting experience.
- 2-3 years of analysis experience.
- 4-5 years gaming experience.
- Any other duties as assigned.

**Reports To:** Controller  
**Approximate Hours:** Full Time  
**Filling Deadline:** Open Until Filled

