



Employee Requisition Form

Position to Be Filled: Staff Accountant

Purpose: Responsible for maintaining and reconciling the general ledger balance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Compiles and analyses financial information to prepare entries to general ledger accounts.
- Reconciles all general ledger accounts and create accounting reports.
- Perform reconciliation on gaming and non-gaming activities, contracts and vouchers as required and prepares reports to substantiate individual transactions.
- Maintain 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.
- Analyzes and makes recommendations on accounts reserves, fixed assets and other general ledger accounts.
- Performs other reconciliation or duties as assigned.
- Assist in monthly closing.
- Assist with special projects, as necessary.
- 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.
- College degree in Accounting or related field.
- 2-3 years of accounting or auditing experience.
- Gaming and/or hospitality industry preferred but not required.
- Any other duties as assigned.

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

