



## Menominee Casino Resort

### 1st Posting

**Position** Account Clerk I

**Job Status** Full-Time

**Minimum Age** 21

**Wage** \$ Negotiable

**Date Posted** Thursday, October 14, 2021 8:00:00 AM

**Date Closed** Wednesday, October 20, 2021 4:30:00 PM

*FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.*

### SUMMARY

Responsible for properly performing all slot accounting functions and financial activities related to the General Ledger Accounting Department, in accordance with established policies, procedures and controls. Work schedule primarily consists of Friday thru Tuesday and holidays during the first shift. There are times that the schedule varies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Run the online and offline reports in the slot data system before and after balancing.
- Create the slip reports in the slot data system.
- Shall be responsible for balancing/auditing the jackpot slips for both the Casino and Thunder Bird operations with the vault transactions.
- Shall be responsible for verification that soft count and E Tickets amounts from the Thunder Bird and Casino actually transferred into the SDS system after the Count team has finished.
- Creates the accounting reports.
- Create reports and balance Kiosk machines.
- Create Liability Reports daily and perform monthly worksheets.
- Create cashier reports and balance the SDS system.
- Monthly verification of SDS system and general ledger.
- Adjust progressive meters.
- Perform analytical requirements in regard to the slot machines and forward to the Financial Director.
- Create SDS daily reports and assist in CMP daily balancing.
- Responsible for maintaining a consistent, regular attendance record.
- Responsible for scanning financial documents.
- Serve as backup for A/P Clerk and Finance Accountant.
- Other duties as assigned by the Financial Director.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Minimum:

- High school diploma or equivalent required.
- Must have one year experience in an Accounting Department.
- Must have experience with data entry, calculator use, and spreadsheets.

Preference:

- Two year Associate's degree in Accounting or related field.

Thursday, October 14, 2021 9:44 AM



## Menominee Casino Resort

- Three years' experience in an Accounting Department.

### SPECIAL QUALIFICATIONS

Shall have demonstrated a proven work record in previous positions. Ability to work with figures and detailed oriented. Must be able to work independently. Candidate must be of high integrity, honest, and trustworthy. Must be able to maintain confidentiality. Must be computer-literate.

#### CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin Law.
- A felony conviction of any kind in the immediately preceding two years.
- A crime of any kind related to gambling in the immediately preceding two years.
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.

In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.

### LANGUAGE SKILLS

Ability to understand financial reports. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one and small group situations.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

### REASONING ABILITY

Ability to apply commonsense understanding to carry out a variety of instructions furnished in oral, written or diagram form.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually mild.