



VACANCY ANNOUNCEMENT

RECRUITMENT#: 08-037

POSITION: CHIEF ACCOUNTANT

RESPONSIBLE TO: Chief Financial Officer

SALARY: Grade 10 \$46,340 - \$60,463 Annually/Full Benefits
Grade 11 \$51,901 - \$67,719 Annually/Full Benefits

Wage is determined by funding, experience, and training level and normally is not above mid-range.

CLASSIFICATION: Management, Exempt, Regular, Full-Time

SECURITY CLEARANCE: High

BENEFITS: Eligible employees (working 32 hours or more) receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.

INTRODUCTION

The primary purpose of the Chief Accountant will be to support the Accounting Department in a specialized area of general ledger, audit, bank accounts, intra-fund, transfers, and property records. The Chief Accountant is also responsible for the direct supervision of the accounting staff as follows; Payroll, Accounts Payable, and Purchasing Clerk.

MAJOR DUTIES AND RESPONSIBILITIES

1. Compile and analyze financial information to prepare entries to reconcile accounts, such as general ledger accounts, and document the correctness of the business transactions.
2. Responsible for the verification and accuracy of the ledger account balances.
3. Reconcile and balance all cash and bank accounts and intra-fund transactions to assess the accuracy of the financial records.
4. Maintain property records and conduct physical counts to determine the accuracy of the records and the property.

5. Review the monthly department financial reports for accuracy.
6. Prepare schedules, such as expenditures, cash and liabilities in preparation of the annual audit, and forecast and record revenue from all cost centers.
7. Track and analyze trends in revenue and expenses.
8. Prepare operational performs as necessary, make recommendations to the CFO, conduct analyses for maximizing revenue, report regularly on the cash status of the company, and conduct cost of goods sold analyses to track performance of various departments within the Casino.
9. Assist the CFO with investigations, documentation, and resolution of audit findings.
10. Provide guidance to other staff in detecting reoccurring problem areas within the overall accounting systems.
11. Perform comparable duties of a similar or related nature; assist in areas where staffing shortages exist.
12. Provide direct supervision for those positions involved in the Accounting Department. Supervisory duties include the following; assign, coordinate , review work, establish schedules and priorities, as required to accomplish work load; arrange for or provide orientation and training of accounting staff; evaluate work in progress and discuss problem areas; recommend personnel status changes; evaluate employee performance; approve leave; identify and recommend disciplinary actions; etc.
13. Ensure compliance with required policies, procedures, rules, regulations, and internal controls within the accounting department.
14. Monitor cash balance in Cage, and work with Cage to determine deposits to bank.
15. Maintain appropriate long-term balance in bank accounts and makes telephone transfers as necessary.
16. Reconcile and replenish petty cash fund.

ADDITIONAL DUTIES

1. Adheres to Casino standards for guest service and confidentiality.
2. Refers guest problems or complaints to appropriate supervisors according to Casino policies.
3. Reports and documents any observed or known safety hazard, conditions or unsafe practices and procedures to management immediately
4. Performs other job-related duties as directed.

KNOWLEDGE, SKILLS AND ABILITIES

- Professional knowledge of accounting management concepts, principles, and practices applicable to the full range of duties and activities. This includes but is not limited to personnel, finance, property, and records management systems.
- Knowledge of budget process, with ability to compile, monitor, analyze and prepare reports.
- Knowledge of audit process in a fund accounting environment and ability to complete audit schedules, such as account analysis and reconciliation.
- Must possess computer skills with the ability to operate WordPerfect, spreadsheets, and excel.
- Possess good public and interpersonal relationship skills and the ability to establish cooperative linkages among employees to assist in resolving interpersonal misunderstandings, conflicts, etc.
- Ability to provide direct supervision to employees working under stressful, high volume

- workloads.
- Ability to function effectively under pressure of time and/or demands of several tasks at once by organizing and prioritizing workload.
- Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.

SUPERVISORY CONTROLS

Work is performed under the direct supervision of the CFO who provides general instructions. Work is assigned in terms of functional/corporation objectives. The supervisor assists with unusual situations that do not have clear precedents or when clarification or interpretation of policies/regulations are in questions.

Assignments are performed according to various established procedures using set standards. New assignments are provided in detail, as well as changes in current procedures. The supervisor will provide general instructions on policy and/or procedure changes and reporting requirements and will set overall objectives and properties. Employee performs daily assignments independently, resolving normal questions and problems according to established procedures and past experience and precedent. Unusual, new or complex assignments which require direction from past experience or precedents are discussed with supervisor; however, employee exercises initiative in solving problems by researching answers.

QUALIFICATIONS, EXPERIENCE AND EDUCATION

- High School Diploma or Equivalent. **REQUIRED**
- Non-Indians must be at least twenty one (21) years of age. **REQUIRED**
- Enrolled Indians who are at least eighteen (18) years of age. **REQUIRED**
- Associates Degree in Accounting, **REQUIRED**, Bachelor's Degree. **PREFERRED**
- Five (5) years related work experience in the Accounting field; experience must show demonstrated ability and knowledge of accounting methods and functions. **REQUIRED**
- Two (2) years supervisory experience. **PREFERRED**
- Must submit to and clear an Alcohol/Drug Screen. **REQUIRED**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission. **REQUIRED**
- Indian Preference will apply.

APPLICATION PROCEDURES

Submit a [Kla-Mo-Ya Casino Application for Employment](#) with supporting documentation to:

Kla-Mo-Ya Casino
Attention Human Resources
34333 Hwy. 97 N.
Chiloquin, OR. 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR KLA-MO-YA CASINO POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Kla-Mo-Ya Casino application, or not including required certification, your application **will not** be reviewed and will be disqualified.

Indian Preference Will Apply. In accordance with the Kla-Mo-Ya Casino Team Handbook, priority selection will be given to the qualified applicants who present proof of eligibility for *Indian Preference*.

Applications will not be returned.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

SPECIAL REQUIREMENTS

Chosen applicants will be required by the Klamath Tribes Gaming Regulatory Commission, to complete a Personal Disclosure Application, which includes photograph and fingerprints, for a background investigation to determine suitability for a gaming license. Must qualify for a gaming license, and must pay Licensing Fee to the Klamath Tribes Gaming Regulatory Commission prior to working.

Revised: 5/22/08 DP