



## Menominee Casino Resort

### 1st Posting

**Position** Financial Director

**Job Status** Full-Time

**Minimum Age** 21

**Wage** \$ NEGOTIABLE \$

**Date Posted** Friday, September 23, 2022 8:00:00 AM

**Date Closed** Thursday, September 29, 2022 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 the successful overall direction (plans, organizes, controls the financial activities of the organization); administration and coordination of all activities of the Accounting, Cage, Purchasing Department, Financial Analysis; create and monitor loan documents, (i.e. loan draws, ratio, covenants, EBITDA), and Labor Analysis, of the Finance Department in accordance with the Mission and Objectives of the Company, as well as established policies, procedures, and controls. May perform duties personally or through subordinate managers or employees.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares required financial reports and ensures appropriate adherence to the Menominee Gaming Commission, State, and Federal regulations and procedures.
- Oversees the control of all stored data, and safeguards the financial resources of the organization through establishing and monitoring programs for internal controls and general security. Informs the General Manager of any irregularities or suspicions.
- Coordinates and prepares detailed monthly financial reports as well as the annual Business Plan (forecasted budget) for the following year.
- Oversees all insurance policies (building, construction, liability, bonding, Workmen's Compensation, etc.). Maintains files of all contracts, leases, and insurance policies.
- Manages and maintains the integrity of the accounting, financial reporting, and internal control systems. Directs the staff in providing procedures and computer application systems necessary to maintain proper records and afford adequate accounting controls and services.
- Prepares and issues financial reports (stability, liquidity, growth) to the General Manager reflecting cash status, cash transactions, expenditures, and performance in accordance with the approved budget and GAAP Standards, and GASB where applicable.
- Coordinates all tax reporting programs; analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.
- Responsible for the overall quality and accuracy of the general accounting and bookkeeping activities of the organization. Includes accounts payable, payroll, general ledger, daily cash control, etc. Ensures the integrity of the general ledger, reviews, verifies, and approves monthly financial statement preparation. Reviews daily financial reports to certify accuracy.
- Supervises and directs the functions of all financial department staff. Includes recruitment and selection of new employees, development of performance standards, conducting performance appraisals and making recommendations for wage adjustments, on-going employee training and development, performance counseling and disciplinary action. Monitors daily activities to ensure work is performed timely and accurately. Meets with employees regularly to get their input on ways to improve financial operations.
- Coordinates and reviews annual and long-term operational and capital budgets for General Manager approval.
- Oversees all development and continuous improvement of financial, budgetary, and internal control policies and procedures.
- Manages and directs all aspects of financial planning, cash projections, cash flow requests, and special financial analysis on a project-by-project basis.
- Monitors and ensures compliance with all internal and financial controls, Title 31, MICS, TICS, and Wisconsin State Gaming Compact. Audits internal operations to ensure appropriate checks and balances for all departments.
- Performs cost benefit analysis of major capital purchase outlays and of transitioning externally procured high dollar value items to and in-house service/product process.



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### **MENOMINEE CASINO RESORT**

#### **Financial Director**

- Oversees budget expenditures ensuring expenses are within budget limitations and allotted to proper departments and according to the relevant federal laws and policies of the Tribe.
- Ensures that comprehensive audit of the organization's accounting is conducted annually with audit reports to be issued to the General Manager and Tribe.
- Organizes all financial analysis on property with regard to Capital Expenditures, Casino Revenue, Ancillary Revenue, Labor Control, and Budget Forecasting.
- Facilitates the flow of information throughout the property, by organizing and presiding over regularly scheduled meetings with the Finance Team and Executive Team Managers.
- Serves as a member of the Executive Team and holds monthly meetings, providing informative status reports on the Finance Department as a whole.
- Acts as General Manager in absence of General Manager.
- Reports the financial condition of MCR/TC in conformity with the ethical values of honesty, integrity, objectivity, due care, confidentiality, and the commitment to the public interest without fear of reprisal.

### **SUPERVISORY RESPONSIBILITIES**

### **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**

CPA or Bachelor's Degree in accounting, finance, or business administration required. Must possess thorough and demonstrated knowledge of Title 31 and Great Plains Accounting Software. Minimum of ten years of experience in accounting and/or business management and prior experience with Electronic Data Processing systems. Five years' previous supervisory experience required. Experience with a Native American tribal organization or Gaming Entity. Individual must be able to efficiently and effectively utilize computerized accounting systems, accurately and timely prepare informative financial statements, budgets and long-term strategic plans; organize, direct and control bookkeeping and accounting activities; exercise good business judgment in making daily operating decisions with the long-term best interest of the organization in mind; evaluate financial reports and recommend appropriate action; deal effectively and cordially with a wide variety of people and situations, both pleasant and unpleasant; effectively supervise the work of others; maintain the integrity of highly confidential business information; communicate effectively verbally and in writing; deal effectively with time pressures, stress and rapid change.

### **SPECIAL QUALIFICATIONS**

Must have thorough knowledge of executing loan processes especially as it relates to expansion/renovation/construction of MIGA facility. Must be professional in appearance and demeanor, eligible to be bonded, be twenty-one years of age or older, and must be able to be approved for and maintain a valid gaming license. Individual must submit to a criminal background check, have no convictions of shoplifting or stealing within the past five years. Preference given to qualified Menominee or other Native American applicants. Menominee Ordinance 82-10 will be followed.

### **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; or
- 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.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret documents, such as safety rules, operating and maintenance instructions, and procedure



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manuals. Ability to write routine reports and correspondence.

### **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 instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables.

### **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. Ability to lift up to 20 pounds.

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 moderate.