



Menominee Casino Resort

2nd Posting

Position Finance Accountant II

Job Status Full-Time

Minimum Age 21

Wage *Negotiable dependent on education and experience*

Date Posted Wednesday, November 13, 2024 8:00:00 AM

Date Closed Open Until Filled

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 accounting and accounts receivable functions in accordance with established policies, procedures and controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shall be responsible for preparing monthly recurring and non-recurring journal entries and entering them into the computer.
- Shall be responsible for assisting with month end duties under the Accounting Supervisors direction.
- Shall be responsible for assisting with reconciling balance sheet accounts on a monthly basis.
- Shall be responsible for assisting with Month End and Year End Financial Statements. Includes preparation of financial reports, distribution of reports to program managers. Set up of fiscal year financial budget in the computer.
- Monthly bank reconciliations
- Assist payroll clerk with preparation of payroll reports, tax deductions and tax returns as required.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.
- Responsible for maintaining a consistent, regular attendance record. Must be present to assist with duties during critical times. (Year end cycle, tax reports, etc.)
- Any other duties as assigned by the Accounting Supervisor.

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

Bachelor's degree in accounting or two to four years of experience in accounting, or an equivalent combination of education and experience.

SPECIAL QUALIFICATIONS

Must possess effective communication and organizational skills. A minimum of one-year experience in General Ledger Accounting, with concentration on balance sheet account reconciliation. Must be computer-literate and knowledgeable about Microsoft Office



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software.

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 the Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.”
- *Hiring in Gaming Position is contingent upon criminal background check. *

LANGUAGE SKILLS

Ability to read, analyze, and interpret financial reports. Ability to respond to common inquiries or complaints from guests, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one or 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; 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.

Employee must be able to operate a calculator, copier, and computer.

The noise level in the work environment is usually mild.