



## Menominee Casino Resort

### 2nd Posting

**Position: Financial Controller**

**Job Status: Full-Time/Salary**

**Minimum Age: 21**

**Wage:** *Negotiable based upon education and/or experience*

**Date Posted:** Tuesday, September 16, 2025 8:00 AM

**Date Closed:** Until Filled

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

### **SUMMARY**

The Financial Controller is a key leadership role responsible for overseeing all financial operations of the casino resort, ensuring compliance with applicable tribal, state, federal, and gaming regulatory requirements. This position manages all accounting functions. Supports the General Manager and Finance Director in achieving the property's financial goals. The Financial Controller ensures accurate financial reporting, effective internal controls, and sound fiscal management to safeguard tribal assets and promote sustainable growth.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and payroll.
- Responsible for preparation and posting of financial transactions
- Safeguard the gaming licenses and financial assets of the Casino using appropriate risk-management techniques
- Supervises and participates in the preparation of various financial statements and reports.
- Responsible for maintaining the general and subsidiary ledgers and all accounting related functions
- Prepares statements and reports of estimated future costs and revenues.
- Establishes system controls for financial systems and develops procedures to improve existing systems.
- Reviews financial statements with management personnel.
- Assists with the installation and maintenance of new accounting, time keeping, payroll, inventory, property, and other related procedures and controls.
- Ensure all regulatory reports are completed and submitted in a timely manner.
- Support external and internal audits; respond to findings and implement corrective action plans as required.
- Hires, trains and manages staff in accordance with organizational and approved departmental standards, policies and programs.
- Foster a culture of accountability, integrity, and continuous improvement.
- Recommends and implements techniques to improve productivity, increase efficiencies, cut costs and take advantage of opportunities; coordinates and administers an adequate plan providing cost standards and saving opportunities
- Perform all other duties as assigned. Other duties may be assigned.

### **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.



## Menominee Casino Resort

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree in accounting, Finance, or related field required.
- CPA certification strongly desired.
- Minimum of five years' experience as General Ledger Accountant.
- Gaming experience preferred.
- Supervisory experience
- Knowledge of accounting software, payroll systems, spreadsheet, and word processing software
- Strong understanding of GAAP financial reporting, and auditing standards.
- Must have strong interpersonal and communication skills with the ability to interact with various management levels are required.
- Ability to obtain and maintain all necessary licensing.

### **SPECIAL QUALIFICATIONS**

Must be professional in appearance and demeanor, eligible to be bonded, be 21 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 an 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.
- "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."
- Hiring in a gaming position is contingent upon a criminal background check.

### **LANGUAGE SKILLS**

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



## Menominee Casino Resort

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 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.