



Tolowa Dee-ni' Nation/Lucky 7 Casino



Position Description

Title: Assistant Controller

Class: Management

Status: Full Time

Supervisor: Controller

Department: (30) Administration & Gaming Management

FLSA: Exempt

Pay Grade: IV

Subordinates: Revenue Auditors
Accounts Payable and Payroll Clerk.

Effective Date: Revised July 2021

Position Summary:

Responsible for the implementation and maintenance of all accounting functions.

Essential Duties and Responsibilities:

- Coordinate with internal, external, and regulatory auditors to supply accurate and timely information to ensure compliance.
- Assists in the preparation of budgets and routinely monitors for deviations.
- Files and reconciles all monthly, quarterly, and yearly gaming and tax reports.
- Interview, hire, train, evaluate and terminate in accordance with Casino Policies, Procedures and applicable Laws.
- Maintain open communication with all departments within the company with regard to any accounting functions.
- Implement and maintain all Internal Control Policies and Procedures for the Accounting Department.
- Establish and perform procedures necessary to maintain gaming records for auditing purposes.
- Establish and oversee compliance with all policies and procedures of accounting functions.
- Assist all accounting and Soft Count staff.
- Adhere to gaming regulations, Title 31, Internal Controls, and Cage/Vault procedures.
- Collect, enter and print reports as needed by supervisors.
- Ensure the proper recording and reporting of revenues and expenses.
- Distribute all financial information to the proper location and/or individual within the organization.
- Analyze gaming records to recommend ways to increase revenue and reduce costs.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

Is responsible for assisting in the overall direction, coordination, and evaluation of the Cage, Vault, Soft Count and Accounting units. Direct workloads so the units can achieve their goals. Address complaints, resolving day-to-day problems that may occur in the associated departments.

Minimum Qualifications:

- Bachelor's degree (B. A.) from four-year College or university; or two to four years related experience and/or training; or equivalent combination of education and experience.
- Must have previous gaming experience and understanding of internal controls and policies and procedures as they relate to the gaming industry.
- Preparation of financials and the ability to recognize proper coding of accounts a must.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed on the following pages 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.
- Qualified Indian Preference applies.

Language Skills:

Must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Able to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Must have the ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

Certificates, Licenses, Registrations:

Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with

hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must regularly lift and/or more up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

Moderate noise (examples: business office with computers and printer, light traffic).

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____