



Tolowa Dee-ni' Nation/Lucky 7 Casino Enterprises



Position Description

Title: Controller	Department: (30) Administration & Gaming Management
Class: Management	FLSA: Exempt
Status: Full Time	Pay Grade: IV
Supervisor: General Manager	Subordinates: Cage Manager, Revenue Auditors, Staff Accountants, Accounts Payable Clerk, and Payroll Clerk
Effective Date: Revised July 2014	

Position Summary:

Responsible for the implementation and maintenance of all accounting functions including Soft Count, Vault, Cage and Revenue Audit functions. Supervise Managers in those departments.

Essential Duties and Responsibilities:

- Coordinate with internal, external, and regulatory auditors to supply accurate and timely information to ensure compliance.
- Prepares budget and routinely monitors for deviations.
- Files and reconciles all monthly, quarterly, and yearly gaming and tax reports.
- Interview, hire, train, and 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.
- Accountable for the development and imputation of written Casino training procedure manual for the Accounting Department including CDS system.
- Supervise and assist all accounting and Soft Count staff. Also act as direct supervisor to the Cage Manager.
- Adhere to gaming regulations, Title 31, Internal Controls, and Cage/Vault procedures as a member of the management team.
- 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 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.
- 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 collects 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: _____