



## JOB DESCRIPTION

**POSITION:** Finance Manager

**POSTING DATE:** 4/7/2017

**WAGE:** \$50,000 Salaried/Negotiable

**CLOSING DATE:** 4/21/2017

**Reports directly to:** Chief Financial Officer

**Location:** Gaming Division

Every employee of North Star Mohican Casino Resort is expected to greet and service our customers in a friendly, respectful manner and create a warm, fun atmosphere so that our customers feel welcome and enjoy visiting our establishment. North Star Mohican Casino Resort strives to provide a positive team environment where everyone contributes.

### STANDARD QUALIFICATIONS:

All employees of North Star Mohican Casino Resort must meet the following qualifications.

1. Must be able to obtain and maintain a Mohican Nation Gaming License.
2. Must submit to a Criminal Investigation Background Check (CIB).
3. Must maintain an acceptable departmental attendance record.
4. Must submit and pass a pre-employment drug screening and health screening.
5. Must be able to work weekends, nights and holidays.

### STANDARD DUTIES:

1. Must attend all training provided by the North Star Mohican Casino Resort.
2. Must adhere to all established rules, regulations, procedures and policies of North Star Mohican Casino Resort and the Finance Department.
3. Must participate in employee random drug testing program.
4. Must be able to work with a variety of people with diverse personalities.
5. Must attend all meetings, as assigned.
6. Must dress professionally.
7. Must be reliable and prompt when reporting to work.
8. Must maintain compliance with all workplace policies, procedures, ordinances, laws and other communicated expectations, including but not limited to: Employment Manual, gaming Ordinance, State Gaming Compact, Minimum Internal Controls, Department Procedures, memos and other communication from supervisory or regulatory personnel.
9. All other assigned duties.

### EDUCATIONAL REQUIREMENTS:

1. A Bachelor's Degree in Accounting or Finance with two years of accounting experience is required OR an Associate's Degree in Accounting or Finance with four (4) years of accounting experience is required.

**QUALIFICATIONS:**

1. North Star Mohican Casino Resort is looking for a courteous and friendly individual.
2. Two (2) years of working supervisory experience is required.
3. Two (2) years of gaming experience is preferred.
4. Experience with accounting software and extensive knowledge of spreadsheet applications is required.
5. Must have experience with budgeting, forecasting, reporting, analysis and financial statement preparation.
6. Knowledge of National Indian Gaming Commission minimum internal controls is preferred.
7. Experience with Great Plains and FRx reporting is preferred.
8. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

**DUTIES:**

1. The Finance Manager is responsible to assist the Finance Department in the management of daily accounting activity, reporting, analysis, and budgeting. Activities include oversight of revenue audit, financial accounting/reporting, accounts payable and payroll.
2. Ensures that the financial accounting system is accurate, efficient, and in accordance with professional accounting practices, Gaming Commission regulations, cash transaction reporting, and IRS withholding and reporting requirements.
3. Responsible for staff skill development and cross-training.
4. Develops and implements accounting policies and procedures to ensure adequate internal control.
5. Manages the month end closing process, including reviewing balance sheet reconciliations and analyzing trial balances.
6. Responsible for certain journal entries and account reconciliations.
7. Responsible for monitoring the cash accounts to ensure adequate balances are maintained.
8. Review all general ledger entries to ensure accuracy and compliance with GAAP.
9. Responsible for preparing monthly and annual financial statements.
10. Works with the external auditors for the annual audit, state auditors for the compact fee audit and internal auditors as needed.
11. Assists in the preparation of departmental budgets.
12. Monitors operational budgets to identify and evaluate variances in projected revenues and expenses.
13. Develops and analyzes financial information and provides accurate and detailed reporting for management.
14. Ensures and enforces compliance with NIGC, State compact, and Gaming Regulatory internal control requirements.

**PHYSICAL REQUIREMENTS/WORK ENVIROMENT:**

1. Constant hand movements (repetitive motions: grasping, holding, use of finger dexterity).  
Required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.
2. Constant walking and standing which may include kneeling, crouching, reaching and bending.
3. Occasional pushing/pulling, lifting and/or moving up to sixty (60) pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception and the ability to adjust and focus.
5. Work is generally performed in a casino setting with a higher noise level and where cigarette smoke is prevalent.
6. Work environment is **NOT** smoke, noise or dust free.

**Note: Applicant must include with employment application a resume and a copy of diploma, license, degree, or certification.**

**THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL OPPORTUNITY EMPLOYER  
EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE  
TRIBAL EMPLOYMENT PREFERENCE ORDINANCE**