



## JOB POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>Staff Accountant</b>	<b>DEPT: Finance</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>DATE: 2021</b>
<b>REPORTS TO:</b>	<b>CFO</b>	<b>SALARY: GS 8 \$70,012 to \$91,354</b>

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Our philosophy in Yurok Country is to create legendary adventures for our guests. Each adventure guide must support a standard of service excellence that exceeds expectations and creates a sense of place and welcome for each guest. By joining the Redwood Hotel Casino team of adventure guides; you are committing yourself to this philosophy and acknowledging your dedication to providing adventures filled with the traditions, stories and the beauty of Yurok Country. Be prepared to become a trailblazer creating magical moments with legendary service standards.

### **POSITION OVERVIEW** *(the basic function of the position):*

Under the CFO's direction, the employee will manage e activities of the Finance Department for all gaming/hospitality/YEDC entities. Activities include reporting of revenue audit, financial accounting and reporting, payroll, purchasing, cage/cashiering, and count room operations to the CFO.

Assists the CFO to achieve the Company's overall operating and capital budgets, internal control policies, insurance and risk management program, and relationships with financial institutions. Assists to ensure the financial accounting system is accurate, efficient and in accordance with professional accounting practices. Assists to ensure the casino is in compliance with provisions of the State Compact, IGRA, NIGC, Tribal Ordinances, Gaming Commission regulations, cash transaction reporting, and IRS withholding and reporting requirements.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the types of duties and knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain effective working relationships with public officials, department heads, associates and the public.
- Safeguards the gaming and financial assets of the gaming/hospitality operations using appropriate risk-management techniques.

- Ensure the processing and recording of the financial transactions which reflect all of the gaming/hospitality businesses, i.e. revenue generation, accounts payable, payroll, expenses paid, etc.
- Fill in and assume the duties of Payroll Administrator, Lead Accountant, or Revenue Auditors whenever the need arises.
- Generate timely and credible accounting reports which summarize the results of operations.
- Assist with developing and maintaining a profit planning or budgeting system.
- Generate timely and credible comparative reports which provide insight into the success of operations relative to:
  - The goals set by management and the tribal government
  - The results achieved in prior periods
  - The results achieved by similar organizations within the casino industry, and/or within the casino's geographic area of operation.
- Assists with preparing and submit regulatory reports on a timely basis including those required by the NIGC, IGRA, FinCEN, the Bank Secrecy Act, and other relevant laws, regulations, and agencies.
- Ensures issuance of departmental operating statements and detail, which compare actual results to budget monthly to all managers and directors.
- Provide analytical support to other members of the executive team including new game(s) analysis, financial analysis of proposed expenditures, lease-buy decisions, and so on.
- Assists managers and directors in tracking departmental costs.
- Supervise the maintenance and reconciliation of all assigned general ledger accounts.
- Recommends modifications and updates to current accounting procedures that will enhance and support the daily audit procedures of casino accounting operations. Verify financial transactions by auditing documents. Assist with developing and implementing system for general accounting and audit preparation of worksheets to include analyzing audit spreadsheet enhancement to effectively reflect the daily operations for purposes of reporting casino revenue
- Manages the setup of accounting for special events and supervises the accounting activity for special events.
- 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 and capital investing.
- Together with the CFO, establish and maintain the Company's:
  - Disclosure controls and procedures
  - Internal controls over financial reporting
- Assist, oversee and develop YEDC and RHC budget and financial reports.
- Promote Tribal Member employment and mentor Tribal Team Members following Tribal Member Preference policies.
- Promote a clean, safe, healthy and friendly work environment for employees and guests; report and direct safety issues to Safety Team.
- Other duties as assigned.
- May assist as event support.
- Ability to maintain effective working relationships with public officials, department heads, associates and the public.
- Represent facility professionally and positively on the telephone and in person.

**SERVICE STANDARDS:**

Must be able to incorporate Yurok Service Strategy into daily operations by demonstrating the following standards while performing the requirements of the job:

- Smile & Greet
- Name & Meet
- Listen & Act
- Make Their Day
- Ask & Sell
- Thank You & Goodbye

### **LANGUAGE SKILLS**

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Skill in effectively communicating information through verbal and written correspondence to employees, managers, clients, customers, and the general public, including writing reports, business correspondence and procedural manuals.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Have the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

To apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations. Skills in solving practical problems and dealing with situations where only limited standardization exists. Ability to analyze and solve complex management problems having nonstandard solutions. Skill in identifying and resolving administrative problems under pressure conditions. Skills in assessing operation, program, staffing and fiscal needs.

### **AUTHORITY & RESTRICTIONS** (*supervisory capacity, signatory ability, access to sensitive areas, gaming /tipping restrictions*)

- This position has supervisory responsibility with the finance department and is part of the overall Hotel Casino executive team.
- Maintain confidentiality and discretion in all areas; including the dissemination of trade secrets, planning and promotional procedures, and customer information files.
- Access to sensitive customer information and computer processes.
- All employees are prohibited from participating in promotional awards, giveaways, drawings, tournaments or special events, except those specified for employees.
- No gaming or tip accepting in facility at any time.

### **POSITION REQUIREMENTS** (*objective educational or technical training required; skills; and years of experience*):

- Obtain and maintain gaming license from the Tribal Gaming Agency.
- Valid State Driver's License or identification card

- Bachelor's Degree in Business Administration with an emphasis in accounting and/or finance and 7 years of accounting/finance management experience as a Staff Accountant, or equivalent senior accounting staff
- Excellent verbal, written and interpersonal communication skills
- Strong computer skills in word processing, databases, and spreadsheets (ability to demonstrate proficiency)
- Excellent analytical and problem solving skills to be able to apply conceptual thinking to understand facilitate solutions to complex problems or issues and be able to utilize constructive conflict to quickly facilitate the integration of diverse thoughts, opinions and perceptions.
- Must be 21 years of age or older.
- Skill to design and evaluate operating policies and procedures that assure operating processes are properly protecting company assets, are compliant with State, Federal, Tribal and Regulatory rules and guidelines
- Skill in building and developing interdepartmental relationships
- Skill in reporting, group presentation and other communications skills
- Ability to impart knowledge and skill, to offer advice and counsel, to empower and enable others to see alternatives, and to foster the professional growth of others
- Ability to delineate the business performance indicators required to execute market strategies and assess performance relative to these measures
- Ability to demonstrate openness to change and provide visible support for changes that improve effectiveness and profitability of gaming operations
- Ability to bring substantive conflicts and disagreements into the open and resolve them collaboratively, build consensus, and secure optimal resolution of specific issues among multiple parties
- Ability to display leadership qualities and serve both internal and external guests
- Ability to develop and manage property gaming/hospitality budget and control expenses
- Ability to interact positively with external audit firms, regulatory bodies
- Ability to effectively present information to the CFO and other entities
- Ability to maintain high confidentiality
- Ability to independently manage multiple tasks in a professional manner
- Ability to maintain a professional demeanor
- Must pass and remain in compliance with Yurok Gaming Commission background check and drug free work place policies
- Ability to work weekends, holidays and evening hours as business demands

**PHYSICAL DEMANDS/WORK ENVIRONMENT** *(the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions):*

While performing duties of this position, employee is required to stand for extended periods, and frequently walk, and use hands to; finger, handle, or feel objects, tools, or controls. Occasionally sit. Must be able to lift 20 pounds with occasional lifting of more than 35 pounds, assisted. Ability to manage stress appropriately, make decisions under pressure, manage anger, fear, hostility and violence of others appropriately. The position requires the ability to process information using computer methods and technology, at times for more than 50% of the work time. Must be able to move chairs, tables and event props as necessary.

While performing the duties of this job, the employee is exposed to tobacco smoke, moving mechanical parts and fumes or airborne particles. The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions and to wet and/or humid conditions. The noise level in the work environment is usually moderate.

**TRAVEL REQUIREMENTS**

Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.

**TRIBAL PREFERENCE**

“Tribal preference is given in compliance with the Indian Self-Determination and Education Assistance Act (25 U.S.C Section 450 e (B))”

**This description of duties, responsibilities and requirements is a summary, and is not intended to include all that may be assigned or required. I hereby acknowledge I have read and understand the above presented position description. I am in receipt of our employment guidebook and understand my obligation to read and understand its contents:**

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Employee Name (Please Print)

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Employee Signature

Date