

# **\*\*EXTERNAL POSITION OPENING \*\***

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**RATE OF PAY:** Depending upon experience  
**LOCATION:** Seven Clans Casinos – Warroad, MN  
**OPENS:** October 30, 2020  
**CLOSES:** November 13, 2020

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## **ACCOUNTING MANAGER**

### **POSITION OBJECTIVES:**

Under the general supervision of the Casino General Manager is responsible to oversee financial departments for assigned property of Seven Clans Casinos.

### **DUTIES AND RESPONSIBILITIES:**

- Prepares reports on the financial position of the Casino in areas of income, expenses, and earnings based on past, present, and expected operations.
- Directs preparation of the operating and capital budgets and reviews budget proposals. Reviews necessary supporting documentation and justification of budget reports.
- Provides timely and accurate analysis of departmental related statistics, analytical reports, and related operating expenses that will ensure the Casino functions in an effective, efficient, and profitable manner.
- Must have time management skills for meeting all deadlines imposed and be able to maintain high standards of work paying attention to detail and accuracy.
- Provides support and leadership direction to individuals directly reporting to this position in accordance with the organizational structure. Responsible for the selection, training, and performance evaluation of all assigned staff.
- Works with Upper Management, including Corporate Staff, making recommendations for changes in procedures to enhance/increased efficiency or effectiveness.
- Ability to effectively present information to employees, managers, upper management, and regulatory agencies, preparing any reports as required.
- Maintains excellent working relationships with Corporate support staff and all applicable agencies to ensure the operations are in compliance with internal policies and procedures and external regulations.
- Promotes a friendly group working environment; works closely with other departments as necessary; supports group decisions and solicit opinions from coworkers. Able to interact with people who have different values, cultures, or backgrounds encouraging mutual respect, dignity and integrity at all times.
- Must possess excellent communication, organizational and analytical skills.
- Have the ability to perform assigned tasks under limited supervision and to effectively work alone and/or with other employees in a team environment. Must be punctual and dependable in reporting to work as scheduled and completing assigned tasks.

### **REQUIRED QUALIFICATIONS:**

A Bachelor's degree in Accounting, Business Administration, Finance or related area from a four-year college or university is preferred. Equivalent combination of education and upper level management experience may be considered. Must have accounting/management related experience, knowledge, skills,

### **SEND COMPLETE RESUME/TRANSFER REQUEST TO:**

[karen.wayne@7clans.com](mailto:karen.wayne@7clans.com) – Human Resource Office,  
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