** EXTERNAL POSITION OPENING **
ACCOUNTING CLERK

THIEF RIVER FALLS SEVEN CLANS® CASINOS

RATE OF PAY: $18.00
LOCATION: Thief River Falls, MN
OPENS: June 17, 2026
CLOSES: Until Filled

POSITION OBJECTIVES:

Under direction of reporting senior, this position performs a wide variety of complex accounting, and clerical duties related to revenue auditing, purchasing, payroll, and accounts payable and accounts receivable. Verifies and processes invoices and payments in accordance with authority.

DUTIES AND RESPONSIBILITIES

- Provides excellent customer service to associates, supervisors, managers, etc. who may have questions or require assistance with accounts payable and receivable, payroll, purchasing and revenue audit matters.
- Reviews, maintains, and processes accounting records and transactions related to assigned areas of responsibility.
- Reviews and corrects a variety of documents for accuracy and compliance with rules and regulations.
- Posts, checks, assembles, tabulates, audits and compares statistical and financial data; enters data into computer.
- Maintains records, files and/or worksheets for all postings, calculations, extensions, and verifications related to record keeping for assigned accounting areas.
- Verifies, processes, and enters invoices according to established policy and procedure.
- Prepares monthly billing statements for payment and posts receivable payments.
- Processes and reconciles regular and supplemental payrolls by entering codes and data information onto appropriated computer screens; update information as necessary.
- Maintains appropriate payroll reports in accordance with accepted accounting procedures.
- Reviews payroll output for accuracy.
- Processes and reconciles regular and supplemental revenues by entering codes and data information into appropriated computer software; update information as necessary.
- Prepares month-end reports from Revenue Control and PC spreadsheets.
- Maintains accurate and organized files in accordance with regulations.
- Receives and processes purchase requisitions and purchase orders.
- Communicates with vendors when necessary to assure prompt delivery and accuracy of orders.
- Audits reimbursements and purchase orders to verify calculations, accuracy, proper authorization, budget codes and adherence to policy and procedure related to the acquisition of materials.
- Obtains quotes according to policies and instructions.
- Establishes and maintains a variety of purchasing records, reports and control files.
- Maintains spreadsheet summarizing annual fixed asset acquisitions.
- Sorts, files, copies and distributes necessary materials related to assigned areas of responsibility.
- Reports to work, takes authorized breaks, and completes shift as scheduled. Notifies supervisor in accordance with procedures when unable to do so.
- Ensures compliance with all applicable regulations, laws, internal policies/procedures, and internal control protocols.
- Performs other related duties as may be assigned by reporting senior.

REQUIRED QUALIFICATIONS

High school diploma or GED preferred. Technical school or formal apprenticeship may be required.

SEND COMPLETE RESUME/TRANSFER REQUEST TO:

Email: victoria.mostrom@7clans.com, Website: www.sevenclanscasino.com