

**** EXTERNAL POSITION OPENINGS ****

STAFF ACCOUNTANT



RATE OF PAY: Depending upon experience

LOCATION: Seven Clans Casinos –Warroad, MN

OPENS: January 9, 2024

CLOSES: February 9, 2024

Interested joining our team!

DUTIES AND RESPONSIBILITIES

- ❖ Performs general accounting and other duties for the organization.
- ❖ Prepares financial and other reports as necessary for the department and for other appropriate agencies performing services for the department.
- ❖ Posts entries, assembles, tabulates, audits, and compares statistical and financial data, and enters data into the computer.
- ❖ Reconciles and balances various accounts including general ledger accounts, vendor accounts, and/or customer accounts.
- ❖ Compiles summaries of detailed statistical data analyzing information and data, completing forms and documents as necessary.
- ❖ Prepares journals, correcting documents, accounting, and expense distribution sheets.
- ❖ Uses current technology and equipment to generate spreadsheets, reports, and correspondence.
- ❖ Maintains departmental fiscal/accounting records and transactions related to area of specialization.
- ❖ Ensures compliance with all applicable regulations, laws, internal policies/procedures, and internal control protocols.

Benefits:

- Medical, Dental, & Vision
- Free \$50,000 Life Insurance
- 401K Retirement Plan with up to 5% employer match
- Earn PTO Bi-Weekly- 19+ days per year
- Paid Holiday's & Comp Time

REQUIRED QUALIFICATIONS

1. Minimum 2-year degree required or equivalent life experience considered.
2. At least three years of related accounting experience is required.
3. Microsoft Office product experience is required.

SEND COMPLETE RESUME/TRANSFER REQUEST TO:

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