

**Job Description\***

**Job Title** Senior Accountant

**Department** Finance

**Reports To** Director of Finance

**FLSA Status** Exempt

**JOB SUMMARY**

Responsible for properly performing all financial activities related to the General Ledger Accounting division of the Finance department in accordance with established policies, procedures and controls.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. With relationship to job duties and job responsibilities; Ensures compliance with the Port Gamble S’Klallam Tribe of Indians- State of Washington Gaming Compact, Internal Controls, NIGC Regulations and The Point Casino Policies and Procedures.
2. Reconciles balance sheet accounts in a timely, effective manner.
3. Prepares and distributes daily cash report.
4. Enters information into the general ledger accounts journal.
5. Balances fixed assets accounts.
6. Transfers cash from bank accounts as necessary; makes bank deposits.
7. Prepares monthly financial analysis of general ledger accounts for Director of Finance.
8. Compiles and maintains inventories for the Gift Shop.
9. Attends regularly scheduled departmental meetings.
10. Held accountable for the accuracy and thoroughness of departmental records and reports.
11. Responsible for maintaining a consistent, regular attendance record.
12. Performs other duties as deemed necessary.
13. Supervises employees in the Finance Department under the direction of the Director of Finance.
14. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
15. Responsibilities include interviewing, hiring, and training employees
16. Planning, assigning, and directing work; appraising performance; rewarding and disciplining employees
17. Addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS**

1. Bachelor’s degree in Accounting or related area from a four-year college or university, or four-six years of experience in accounting, or an equivalent combination.
2. A minimum of one-year experience in General Ledger accounting with concentration on balance sheet account reconciliation, fixed assets, financial analysis and spreadsheet creation required.
3. Must be computer literate with proficiency in Microsoft Excel.
4. Must obtain a Class III Gaming License issued by the Port Gamble Gaming Commission

**PHYSICAL REQUIREMENTS**

1. Frequently exerting up to twenty five pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Involves heavy lifting. Exerting up to 25 pounds of force.
3. Frequently involves standing for sustained periods of time.
4. Occasionally requires crouching.
5. Often requires walking or moving about to accomplish tasks.
6. Constantly requires working with fingers rather than with the whole hand or arm.
7. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
8. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
9. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
10. Occasionally requires reaching by extending the hand(s) and arm(s) in any direction.
11. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
12. Constantly requires repetitive movement of the wrists, hands, and/or fingers.
13. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**TYPICAL ENVIRONMENTAL CONDITIONS**

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. The inside environment is often loud and stimulating. There is smoking permitted inside the casino facility

**TRAVEL REQUIREMENTS**

May be required for some positions

**ACKNOWLEDGEMENT STATEMENT**

NKDC and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, not is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*NKDC and its entities are committed to having a drug and alcohol free work environment.*