



## CONTROLLER

### **REPORTS TO:**

Director of Finance

### **SCOPE OF POSITION:**

Manages accounting, revenue auditing, accounts payable, payroll, drop and count team, and revenue analyst functions. Ensures these areas are equipped with adequate equipment, training and support. Ensures the balance sheet reconciliation schedules and financial statements are accurately prepared each month. Ensures all tax and recurring payments are made accurately and in a timely manner.

### **DUTIES AND RESPONSIBILITIES:**

- Manages the Payroll Clerk I, Revenue Audit Supervisor, General Accounting Supervisor, Revenue Analyst, and the Drop/Count Team Supervisor. Reviews and approves all changes to personnel, evaluations, and pay rate changes.
- Maintains the Casino's system of accounts, and ensures accurate, documented and timely recording of all transactions – income, expense, assets, liabilities and owners' equity.
- Ensures all of the monthly account reconciliations to the general ledger are prepared accurately.
- Prepares, reviews and approves journal entries, the general ledger account coding ensuring that all entries are supported by appropriate supporting documentation.
- Responsible for tax compliance with all federal, state, local, and tribal regulatory agencies, including the preparation of applicable remittances and returns.
- Reviews the fixed assets listings each month to ensure it is accurate and contains only assets that are still in service or on site and is depreciating assets at the approved rates.
- Provides account schedules, analysis, etc. to the independent CPA firm representatives, IRS representatives or other agency representatives in coordination with Director of Finance.
- Responsibilities include training employees, planning, assigning and directing work, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.



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### **REQUIRED QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be at least 21 years of age
- Excellent knowledge of Microsoft Excel and Word software programs.
- Ability to learn and effectively utilize computerized EGD and F&B accounting systems.
- Ability to handle multiple tasks and job duties simultaneously.
- Good knowledge of generally accepted accounting principles and tax rules/policies
- Highly motivated, organized and methodical.
- Excellent reasoning and analytical skills.
- Must be able to work nights, weekends, holidays and extended hours when required.
- Ability to lift 50 lbs

### **EDUCATION AND EXPERIENCE:**

Four year degree in Accounting or related area from a four year college or university or eight to ten (8-10) years related experience and/or training; or an equivalent combination of education and experience.

A minimum of 4 (four) years supervisory experience.

Previous gaming industry accounting and supervision experience is preferable.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimal, and work with mathematical concepts such as probability and inference.

### **LANGUAGE SKILLS:**

Excellent English oral and written skills

We offer medical, dental, vision care and life insurance. Salary is based on experience and qualifications. Qualified applicants must be 21 years of age, pass an extensive background investigation that includes, criminal, financial, educational, employment and character reference checks. Send completed application and resume to

[talentmanager@klecasino.com](mailto:talentmanager@klecasino.com)

**Salary is \$75k DOE**