



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Accountant II		<b>JOB CODE:</b> ACT2
<b>BUSINESS</b>	<b>EEO:</b> 2	<b>PAY GRADE:</b> 14
Exempt	Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Responsible for the preparation of the financial statements, maintaining the chart of accounts, and reviewing all daily work. Conducts inventory counts, reconciliations, and general ledger maintenance (preparing Journal Entries) which ultimately enhances every interaction for our internal and external customers; customer service is our top priority for both internal and external guests.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Prepare the monthly Financial Statements under the direction of the immediate Supervisor and in accordance with GAAP.
2. Responsible for account reconciliations, completed twice a month.
3. Responsible for maintaining subsidiary ledgers on a daily basis.
4. Design and schedule required monthly audits/inventory counts, document and investigate any discrepancies.
5. Responsible for the weekly verification and submission of casino payroll.
6. Weekly assists with maintaining the general ledger.
7. Weekly assists with supervision of accounting staff.
8. Operate independently from other Departments to maintain consistent and efficient, neutral functions on a daily basis.
9. On a daily basis, comply with applicable Ho-Chunk Gaming Ordinance, National Indian Gaming Laws and Regulations, Ho-Chunk Gaming Compact, and Ho-Chunk Nation Internal Control Manual.
10. Other duties as assigned within the scope of this job description.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with officials and executives; Interfaces with regulatory authorities; Interfaces with outside customers; Interfaces with inside customers.
Freedom to Act	Operates with significant independence; Subject to general input from supervisor; Subject to regular review by supervisor.



**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Two (2) year Associates Degree in Accounting is required.

**ESSENTIAL:**

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must be bondable and be able to obtain a Gaming Class II and/or III Gaming License.
3. Must be able to work varying schedules in order to meet the needs of the operation.
4. Must have a valid driver's license, dependable transportation, and proper insurance.

**EXPERIENCE:**

1. Minimum four (4) year general ledger experience or a combination of a four year degree and two (2) years general ledger experience.
2. Minimum of two (2) years supervisory experience is required.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Demonstrate strong written and verbal communication skills.
2. Demonstrate strong analytical, technical and organization skills with the ability to use sound judgement.
3. Must have working knowledge of Accounting Software and Microsoft Office Software.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Must be able to work varying schedules in order to meet the needs of the operation.
2. Inside work, seated at desk for the majority of the day.
3. Some light lifting and some standing required.
4. See physical demands sheet.

\*KEY POSITION\*