



Ho-Chunk Nation

Job Description



TITLE: Accountant 1		JOB CODE: ACT1
Business		EEO: 2
Non-Exempt	Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"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 budget monitoring, inventory counts, reconciliations, and general ledger maintenance (preparing Journal Entries) which ultimately enhances every interaction for our guest and employees; customer service is our top priority for both internal and external guests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Monitor budgets to ensure fund availability on a daily basis.
2. Perform account reconciliations twice a month.
3. Responsible for the proper coding and vouchering of all casino disbursements on a daily basis.
4. Weekly assists with maintaining the general ledger.
5. Weekly assists with the verification and submission of casino payroll.
6. Perform monthly inventory counts.
7. Operate independently from other Departments to maintain consistent and efficient, neutral functions on a daily basis.
8. On a daily basis, practice and deliver excellent internal and external customer service at all times and in all situations, acting in the best interest of the Ho-Chunk Nation in a professional and courteous manner.
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 have a valid driver's license, dependable transportation and proper insurance.

EXPERIENCE:

4. Minimum two (2) year general ledger experience or one (1) year in a Casino Finance Department.

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: