



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> CASINO CONTROLLER		<b>JOB CODE:</b> CCLR
<b>BUSINESS</b>		<b>EEO:</b> 1
<b>EXEMPT</b>	<b>FLEX</b>	<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 assisting the direction of the facility's overall financial policies and financial functions which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

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

1. Assists with the management and direction of all financial activities on a daily basis.
2. Monitor established Internal Controls on a weekly basis.
3. Responsible for implementation and annual review of the Corporate Financial Policies and systems to facilitate efficient operations on a daily basis.
4. Maintenance of the asset module with review on an annual basis.
5. Responsible for the control of all revenues received and disbursed on daily basis.
6. Provide protection for all assets of the property by establishing and maintaining adequate Internal Control auditing, on an annual basis, and assuring proper insurance coverage.
7. Serve as principal liaison with outside agencies and auditors four (4) times per year.
8. Reviews internal and external audit reports for accuracy on a monthly basis.
9. Daily oversight of Cage, Count, Finance, Purchasing and Revenue Audit departments.
10. Operate independently from other Departments to maintain consistent and efficient, neutral functions on a daily basis.
11. 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.
12. Other duties as assigned within the scope of this job description.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops policy and strategic plans; Implements operating plans
Supervisory Accountability	Supervises professionals and non-managers
Organizational Accountability	Interfaces with officials and executives; Interfaces with regulatory authorities.
Financial Accountability	Approves expenditures; 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. Minimum four (4) year Bachelor degree in Accounting, Finance or business field and GPA of 3.0 or better.
2. Preferred Master's degree in a relevant discipline such as Business with an emphasis in Finance or fiscal management.

**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. Able to maintain confidentiality and maintain professional demeanor.

**EXPERIENCE:**

1. Minimum two years' experience in a Casino Finance Department.
2. Minimum six years' experience in accounting or related field, preferably a CPA.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Knowledge about or ability to learn how to work with computers.
2. Communication and writing skills.
3. Supervisory skills.
4. Knowledge of Casino Gaming Operations.
5. Knowledge of generally accepted accounting principles (GAAP).
6. Knowledge of or willingness to learn about Indian Gaming Laws and Regulations.
7. Able to work cooperatively in a team environment or independently as needed.

**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 standing required.
4. See physical demands sheet.

\*KEY POSITION\*