

ROSEBUD CASINO

Accounting Tech Data Collection

Will perform the following duties:

- Perform Data Entry of Cash Flow Audit & Monthly Revenue Summary
- Learns audit processes for Rosebud Casino, Quality Inn, Plaza 83, & Prairie Hills Casino
- Review and analyze daily paperwork and reports for correctness from multiple companies.
- Assists in other areas of accounting (including audit, count, Receiving, and Purchasing)
- Investigate and document variances for Rosebud Casino, Quality Inn, Plaza 83, & Prairie Hills Casino
- Assist with Accounts Payable
- Must be able to reference the General Ledger and other standard financial reports.
- Other duties as assigned.

The applicant should possess a strong work ethic in the areas of time and attendance, excellent organization, communication, and public relations skills. An associate degree in business or Accounting Preferred, should have at least 2 years of prior accounting/ clerical experience. However, we will substitute experience in lieu of education; successful applicants should possess knowledge regarding Generally Accepted Accounting Principles (GAAP).

Please submit a **resume and cover letter** outlining your skills and abilities to perform the duties as listed to the Human Resources Department on Monday through Friday 8:00 a.m. to 4:00 p.m.

Posted November 17, 2023

Closing date for In-House applicants is November 24, 2023