

# **ROSEBUD CASINO**

## **Job Description**

**Job Title:** Assistant Accounting Manager  
**Department:** Accounting  
**Reports To:** Chief Financial Operator  
**Classification:** Non-Exempt

### **SUPERVISORY RESPONSIBILITIES:**

### **JOB REQUIREMENTS:**

1. Bachelor's Degree in Accounting, Finance, or equivalent preferred and/or five years of specialized experience.
2. Excellent organization, communications, leadership and public relations skills.
3. Have the ability to supervise, coordinate, direct, and assign work.
4. Skills in identifying and resolving administrative problems under pressure conditions with the assistance of the CFO.
5. Have the ability to prepare standard reports and documents.
6. Must be 21 years of age or older.
7. Must be able to pass a pre-employment drug test, background check and obtain a gaming license.

### **DUTIES AND RESPONSIBILITIES:**

1. Safeguard Casino Assets.
2. Ensures compliance is maintained as it pertains to the Rosebud Sioux Tribe Gaming Compact, Tribal Gaming Ordinance, Tribal Internal Control Standards (TICS) approved by the RST Gaming Commission and all Federal Laws governed by the National Indian Gaming Commission (NIGC) and all laws pertaining to the Indian Gaming Regulatory Act (IGRA).
3. Ensures compliance with the established Rosebud Casino Employee Handbook and Departmental Policies and Procedures.
4. Directs all financial activities of the Rosebud Casino and its affiliated enterprise to include the Hotel and Gas Station/C-Store operations under the supervision of the CFO.
5. Maintains the G/L for these business activities, having ownership and accountability for the integrity of the data.
6. Manage the preparation of accounting records, bank reconciliation, journal entries and detail records for review by the CFO.
7. Preparation of monthly and annual financial statements in conjunction with GAAP and internal accounting controls for the review by the Controller.
8. Assist the operation of the Vault/Cage as well as the Drop and Count functions in the absence of the CFO.
9. Oversee the Accounts Payable, Payroll, Revenue Audit Departments as well as being the point of contact with outside auditors and banking institutions.
10. Oversees payment of all employees accurately and on-time based on a weekly pay schedule.

11. Ensure all invoices are paid within the given terms and agreements.
12. Administer preparation of annual/monthly reports and other analysis pertaining to evaluation of all operating department's performance for review by the CFO.
13. Oversees the preparation of daily revenue reports and their comparison against budget projections and previous years' results.
14. Ensures all taxes and regulatory documents are filed in a timely and accurate manner.
15. Analysis and interpretation of financial statements for the Casino/Hotel and Gas Station/C-Store operation.
16. Assists the CFO with outside CPA firm and participates in the annual audit plan of the operation.
17. Assists the CFO with the formulation, compilation, and presentation of departmental budgets for the entire operation.
18. Must be available to work irregular shifts, weekends, and holidays.
19. Other duties as assigned.

**SIGNATORY ABILITY:**

1. Disbursement approvals.
2. Purchase approvals within the Accounting Department
3. Information and tax reports including State, Federal, and Tribal.