



## **Vacancy Announcement**

<b>Title:</b>	<b>Director of Finance</b>
<b>Reports To:</b>	General Manager
<b>Supervises:</b>	Direct Reports
<b>Location:</b>	Yreka, CA
<b>Salary:</b>	\$95,000 – 120,000 annual (DOE)
<b>Classification:</b>	Full Time, Regular, Exempt, Non-Entry Level
<b>Summary:</b>	The Casino Director of Finance is responsible for all assigned property financial and fiscal management aspects of its gaming operations. Provide leadership and coordination of Financial Accounting and Reporting, Hospitality Accounting, Revenue Audit, Drop and Count, and Cage and Credit administrative efforts of the property.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's (TERO) **Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

## **Position Description**

**Title:** Director of Finance

**Reports to:** General Manager

**Supervises:** Direct Reports

**Location:** Yreka, CA

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### **Summary:**

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### **Responsibilities:**

1. Directs assigned functional areas of the property finance groups including Financial Accounting, Revenue Audit, Cage and Soft Count/Drop teams.
2. Contributes to financial departmental effectiveness by identifying short-term and long-range issues and goals, recommending courses of actions, and implementing directives
3. Responsible for establishing and maintaining internal controls for assigned financial departments and RRC accounting policies and procedures as may be required to conform to generally accepted accounting principles (GAAP).
4. Assure the financial aspect of the gaming facility meets or exceeds all applicable Tribal gaming regulatory standards.
5. Develop and maintain the strategic RRC financial programs to include financial reporting, internal controls, budgeting and conservation of assets of the gaming facility.
6. Recommend, gain approval from the GM and coordinate changes and improvements in automated financial systems for the property. Develops and maintains essential computerized/electronic financial management systems.
7. Develop internal controls for Title 31 compliance and reporting.
8. Oversee the approval and timely processing of property revenue, expenditure, audit documents, finance department budgets, general ledger, supporting ledgers, account reconciliations, purchasing and warehouse.

9. Responsible for communicating and assisting operation managers in regards to financial results, fiscal responsibility and financial issues and solutions.
10. Proactively identifies and troubleshoot financial problems, to ensure the operational effectiveness of the property, maximize profitability, and ensure proper controls throughout the company and takes corrective action when needed.
11. Directs the RRC's accounting and financial management activities, as well as its fiscal relationships with RRC managers, financial institutions, the IRS, creditors and vendors.
12. Establishes and maintains accounting and financial management systems and procedures, including those related to treasury, planning, budgeting, cash flow management, payroll, purchasing/procurement, property management, risk management/insurance, taxes and audits.
13. Develops and implements strategies for limiting financial liability and risk exposure.
14. Trains, supervises, evaluates and coordinates the work of Finance Staff who perform the full range of accounting and financial management functions of the RRC's (ex; bank account reconciliations, cash deposits and receipts, contract management, payroll processing, procurement/purchasing, travel arrangements, loans, advances, reimbursements and insurance claims processing).
15. Counsels, guides and instructs direct reports in the proper performance of their duties for all areas of responsibility; plans growth opportunities for those employees who display the necessary skills, motivation and attitude to progress.
16. Assesses the financial condition of the RRC and makes monthly financial/operating reports to the General Manager and Tribal Council.
17. Oversee the preparation of fixed asset and depreciation schedules. Secures and maintains adequate insurance coverage's.
18. Ensures that all items on the external auditors check list are completed prior to the auditors arriving to complete fieldwork.
19. Evaluate economic development proposals including payback analysis to make sure that investment decisions are sound.
20. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

### **Requirements:**

1. Bachelor's Degree in Accounting, required. CPA License preferred
2. Six (6) years of experience in an accounting management role, four (4) years in a gaming leadership role, required.

3. At least eight (8) years of previous accrual accounting experience, six (6) years of gaming accounting including knowledge and understanding of Cash Operations and Revenue Audit departmental documentation, required.
4. Knowledge of GAAP, FASB, GASB, accrual-based accounting, required.
5. Strong knowledge of Title 31 compliance.
6. Experience with several accounting systems, required. Great Plains and FRx Reporting experience, preferred.
7. Documented experience in written communications with verifiable skills in English, spelling, punctuation, writing, and composition; Excellent report writing skills required
8. Proficient in Microsoft Excel. Proficient in Microsoft Word and Outlook, required
9. Must be proficient and accurate in operating a 10-Key calculator and in accurately and efficiently typing on a computer keyboard, required.
10. Must have demonstrated ability to define problems, collect data, establish facts and draw valid conclusions.
11. Must have ability to interpret an extensive variety of technical instructions in mathematical or diagram form and communicate findings and conclusions to governing boards and members of management.
12. Must have demonstrated abilities to initiate and follow through on complex financial management tasks, manage time well, meet deadlines and respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
13. Must have willingness and ability to work in an environment to which the employee is exposed to loud noise levels
14. Willing and able to work odd or irregular hours including nights, weekends, and holidays
15. Willing to travel and participate in training as recommended or required, must possess a valid drivers' license, good driving record and be insurable by the RRC's insurance carrier.
16. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position
17. Must have willingness and ability to work in a smoke/secondary smoke environment
18. Must adhere to confidentiality policy
19. Must successfully pass a drug screening test and criminal background check

**Tribal Preference Policy:** In accordance with TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring

**Veteran's Preference:** It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Additional Information:**

All applicants must be able to demonstrate their US work authorization during the employment verification process.

Benefits Include:

Comprehensive Benefits Package

Medical

Dental/Vision

Retirement Fund

PTO, Holidays, Vacation

Relocation Package can be provided.

**Council Approved: August 10, 2017**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_