



13767W County Road B
Hayward, WI 54843

Job Description

Job Title: Accountant I or II
Department: Accounting
Reports to: Accounting Manager
Grade: DOQ
Pay Range: DOQ
Position Total: 1
Position Type: Key

Basic purpose or function: Member of the Finance team that supports the Accounting Manager in carrying out the responsibilities of the Accounting Department. This position will cover a variety of areas including but not limited to Payroll, Profit and Loss, Purchasing, Inventories and Accounts Receivables. Will serve as a backup to Accounts Payable.

JOB RESPONSIBILITIES:

- Assist the Payroll Manager with the weekly payroll and payroll related items
- Process purchase orders for required purchase requests
- Performs purchasing reconciliation; reconciling receiving records to dock logs & purchase orders
- Verifies vendors have a State license to do business with the LCO and/or Grindstone Creek Casino
- Obtains W-9's for Accounts Payable
- Aids the Controller with tasks relative to purchasing and inventory process improvements
- Prepare billings for events booked through the Conference Center
- Follow-up on past due receivable accounts, send out statements at the end of the month, reconcile the Accounts Receivable Ledger with the General Ledger
- Generate purchase orders within the inventory software (Optimum Control) for Food, Beverage and Gift shop
- Record receipt of items upon delivery within the inventory system
- Set up new inventory items as needed
- Maintain inventory lists for monthly inventories
- Participate in monthly physical inventories for Food, Beverage and Gift Shop
- Performs other duties as assigned

Minimum Qualifications:

- A two year degree in Accounting.
- Work experience in an Accounting role.
- Baccalaureate degree in Accounting, Math or Business Management is preferred.
- Must have strong work ethics, be well organized and a self-starter
- Must be detail oriented, be reliable and have the ability to interact with all levels of employees, customers and vendors in a professional manner
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Ability to keep company information Confidential
- Demonstrate proficiency in Excel; Intacct experience a plus
- Demonstrate Intermediate level skills with Microsoft Word, Outlook, and Power Point

- Exceptional organizational and communication skills, both written and verbal
- Ability to develop a positive rapport with internal and external customers
- Works well with all departments of the casino gaming complex
- Successfully complete Title 31 training
- Must obtain a gaming license

Native American preference applies to all candidates for this position.