



13767W County Road B
Hayward, WI 54843

Job Posting

Job Title: Controller
Department: Accounting
Reports to: Executive Directors
Pay Range: E6
Position Type: Key
Opening Date: 3/11/2022
Closing Date: Until Filled

Basic purpose or function: The Controller ensures compliance with all State, Federal, NIGC, and gaming regulatory requirements, Minimum Internal Control Standards, GAAP, GASB, and FASB technical standards. The position maintains and assists the team with the annual schedule of budgetary, regulatory and reporting requirements. The position is accountable for the accounting operations of the company, including the maintenance of the accounting system, accuracy of transactions and records; the production of timely financial statements; and the protection of the company assets. Facilitates and promotes teamwork within the department and with other directors and managers of the company. Manages the accounting function in accord with the Mission, Vision, and Value Statements of the Sevenwinds Casino, Lodge, and Conference Center

Job Responsibilities:

- Manages the day-to-day operation of the Finance departments (Accounting and Revenue Audit), including the review of the daily P&L, accounts receivable, accounts payable, purchasing, inventory, payroll, and cash balances
- Maintains and ensures compliance with all Procedures, Policies, and Minimum Internal Control Standards. Updates controls, policies and procedures as needed
- Assists the Executive Director of Finance and Executive Management team in the evaluation and implementation of new financial products
- Maintains the Chart of Accounts
- Prepares annual budgets by establishing budget schedule and participates in the budget development process.
- Ensures the close of each fiscal period by the 10th business day of the following month, with a goal to shorten the length of time required to close the books through the implementation of operating efficiencies and process improvements
- Assists the Executive Director of Finance and Executive Management team by communicating operating results in terms of profitability, performance to budget, and meeting with directors monthly to discuss matters bearing on the fiscal soundness and operating effectiveness of the various casino and property functions.
- Responsible for ensuring that the debt payments are made on a timely basis
- Ensures that the accounts payable are paid in a timely manner to avoid late fees and ensures adherence to contract payment requirements
- Verifies monthly bank and account reconciliations
- Conducts period audit of accounting transactions
- Maintains record of journal entries for each fiscal month
- Assists the Finance Manager with ensuring the Casino Bankroll requirements are maintained
- Reviews financial statements for accuracy prior to publication
- Prepares custom financial reports as requested
- Provides requested information to external Auditors for the annual audit
- Maintains records of items in storage, and ensures accurate record retention
- Maintains an orderly work area in Accounting, ensuring desk tops are cleared and documents are filed by the end of each week

- Reviews staff performance annually; holds monthly communications on job performance, initiates all personnel actions and ensures evaluations are submitted on schedule.
- Preapproves and publishes department vacation schedule to ensure adequate coverage during month end close and audit visits
- Selects, trains, develops and mentors staff
- Performs other duties as assigned by the Executive Director of Finance or Executive Management team

Minimum Qualifications:

- Bachelor's degree in Accounting
- CPA or advanced certification in accountancy is desired
- Minimum of (5) five years Controllership experience
- Excellent planning and organizational skills
- Ability to meet deadlines and work under pressure
- Good communication skills: written and verbal
- Demonstrates and facilitates teamwork
- Ability to present financial information to management using applied logic and reason, providing strengths and weaknesses of alternative solutions.
- Strong computer skills, advanced Excel user
- Strong supervisory skills and ability to teach
- Excellent customer service attitude
- Gaming industry experience is preferred
- Cultural sensitivity

Native American preference applies to all candidates for this position.

Apply online at:

www.sevenwindscasino.com

Our Team

If you are unable to apply online, submit information to:

Human Resource Department
Sevenwinds Casino, Lodge & Conference Center
13767W County Road B
Hayward, WI 54843

Doug Merrill, Training & Development Specialist
715-634-5643 Ext. 6121

Tina Coss, Human Resource Manager
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