SEVENWINDS CASINO
LODGE & CONFERENCE CENTER

13767W County Road B
Hayward, WI 54843

Job Posting

Job Title: Accountant II
Department: Accounting
Reports to: Accounting Manager
Starting Rate: $43,888 - $52,111
Position Type: Key
Opening Date: 09/03/25
Closing Date: Until filled

Basic purpose or function: Member of the Accounting team that ensures compliance with all State, Federal, and gaming regulatory requirements, NIGC Minimum Internal Controls (MICS), and Tribal Internal Controls (TICS). The Accounting team audits and monitors all gaming and non-gaming transactions throughout the Casino. This position will cover a variety of areas including but not limited to Profit & Loss Reconciliation, Accounts Payable, Accounts Receivable, Payroll, Purchasing, Inventory, General Ledger, Bank Reconciliations, Slot Audit, and Gaming Analysis. The Team Member will master the primary responsibilities of at least two of these major areas.

Job Duties:

- Assist internal and external customers.
- Obtain documents necessary to comply with federal, state, and local legal requirements.
- Assist other accounting personnel with tasks that require accounting personnel to take part.
- Verify the accuracy of internal and external documents received in the accounting department.
- Support accounting, management, and executive staff by performing assigned accounting tasks.
- Assist with audits by collecting data and documents and performing other tasks related to the audits.
- Ensure that all accounting and financial records are in line with internal controls, laws, regulations, and generally accepted accounting principles (GAAP)
- Reconcile and resolve any discrepancies found in records, statements, or documented transactions.
- Maintain customer confidence and protect operations by keeping financial information confidential.
- Contribute to team effort by accomplishing related results as needed.
- Master the primary responsibilities of at least two major areas of accounting and perform them without the need of supervision.
- Ensure the accuracy of financial documents, as well as compliance with relevant laws and regulations.
- Identify areas for improvement and implement improvements to processes, standards, and guidelines.
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations.
- Performs month-end tasks as assigned and produces monthly reports as required.
- Research. investigate and report any unusual occurrences.
- Review procedures and make recommendations for improvement.
- Write desk procedures and assist with training new personnel.
- Assist management and executives with inquiries of the financials.
- Generate computer system reports, analyze paperwork, and reconcile all areas of revenue relating to casino operations daily or as needed.
- Maintain records of and resolve non-compliance findings, monetary variances, and performance standards variances. Includes, but is not limited to: Gaming, Cage/Vault, Retail, Patron Rewards
- Perform various periodic tests, inventories, and audits. Includes, but is not limited to: Slot meters test, Slot inventory, Quarterly cash counts, Key inventory, Controlled inventory, Spot audits.
- Become familiarized with and work within expectations from Casino Procedures, TICs, and MICs. Includes, but is not limited to: Information confidentiality, Record maintenance and retention, Calculate Minimum Bankroll, Tax Forms, Progressive Meter Reading

- Perform duties as assigned by superiors and carry out all additional job-related duties assigned by Accounting Management, Executive Team, Gaming Commission, and Tribal Governing Board.
- Maintain confidentiality at all times safeguarding of restrictive information within the department.
- Lead projects as assigned.

Job Qualifications:

- A 2-year associate's degree in accounting and/or minimum of 5 years extensive accounting and/or Casino related experience; Baccalaureate degree in accounting preferred
- Must have a minimum of five years prior work experience in an accounting or audit role.
- Must have strong work ethics, be well organized, a self-starter and ability to work in a team environment.
- Exceptional communication skills and the ability to interact with all levels of employees, customers, and vendors in a professional manner.
- Strong problem-solving skills, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Ability to keep company information Confidential.
- Intermediate computer skills in Microsoft products: File Explorer, Excel, Word, and Outlook; and intermediate skills with accounting and/or audit type software
- Exceptional organizational and communication skills, both written and verbal
- Ability to develop a positive rapport with internal and external customers.
- Ability to work well with all departments of the casino gaming complex.
- Must complete Title "31" training.
- Must obtain and maintain a key gaming license.

Key Competencies:

- Accounting and/or Audit experience
- Computer Skills
- MS Office programs (Excel, Word, Outlook, etc.)
- Analysis/problem solving.
- Oral/Written Communications
- Teamwork Collaboration

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 or wish to submit a transfer request/application, submit information to:

Sevenwinds Casino, Lodge & Conference Center
Human Resource Department

13767W County Road B
Hayward, WI 54843

Tina Coss, Human Resource Manager
715-634-5643 Ext. 6107