SEVENWINDS CASINO
LODGE & CONFERENCE CENTER

13767W County Road B
Hayward, WI 54843

Job Posting

Job Title:	Director of Finance
Department:	Accounting
Reports to:	Executive Management
Starting Salary:	$83,741 - $104,676
Position Type:	Key
Opening Date:	July 31, 2025
Closing Date:	When filled

Basic purpose or function: The Director of Finance leads all financial activity of the Sevenwinds Casino, Lodge & Conference Center and Grindstone Creek Casino involving accounting, financial analysis, cash operations, revenue audit and purchasing. They will also ensure compliance with GAAP, GASB, and FASB technical standards. The position manages the timely preparation and interpretation of financial reports and establishes and maintains the necessary internal controls required to safeguard the property's assets and their integrity in compliance with gaming and other State and Federal regulations and established accounting and financial standards. This position will assist the Team with the annual schedule of budgetary, regulatory, and reporting requirements and 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 the Management Team of the company. Manages the accounting function in accord with the Mission, Vision, and Value Statements of the Sevenwinds Casino, Lodge, and Conference Center

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Job Responsibilities:

- Performs periodic reviews and audits of 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 current knowledge of all Procedures, Policies, and Minimum Internal Control Standards. Recommends controls, policies and procedures as needed.
- Prepare short- and long-term financial forecasts of financial performance for use by internal management and Tribal Governing Board.
- Assists the Executive Management Team in the evaluation and implementation of new financial products.
- Serve as the primary financial support for the organization.
- Oversees the maintenance of the Chart of Accounts
- Coordinates and assists with the preparation of annual budgets by establishing budget schedule and participates in the budget development process.
- Drive key company planning cycles including budgets, long-range plans, annual estimates, and monthly reviews.
- Oversight of the closure of each fiscal period by the second week of the following month.
- Oversight for ensuring that the debt payments are made on a timely basis and adherence to all financial bond requirements.
- Oversight of accounts payable to ensure they are paid in a timely manner to avoid late fees and ensure adherence to contract payment requirements.
- Assist with the verification of monthly bank and account reconciliations.
- Assists with ensuring the Casino Bankroll requirements are maintained.
- Oversight of all financial statements for accuracy prior to publication.
- Prepares custom financial reports as requested.
- Performs periodic cost and productivity analyses.
- Assist in the preparation and delivery of requested information to external Auditors for the annual audit.
- Oversight of records of items in storage and ensures accurate record retention is performed.

- Work closely with Executive Management to understand the business and the related developments. Push forward with more transparency and advancement in fiscal responsibility.
- Identify process improvement opportunities.
- Perform standard and ad hoc analyses, providing insightful views into the company's operational and financial performance.
- Assist in the reviews of staff performance.
- Assist with the department schedules to ensure adequate coverage during month end close and audit visits.
- Selects, trains, develops, and mentors direct reports along with providing assistance to others within the department.
- Support the Executive Team in driving best practices in corporate governance, ethical standards, and business practices.
- Performs other duties as assigned by the Executive Management Team.
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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 guest 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:

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