



13767W County Road B  
Hayward, WI 54843

## Job Posting

Job Title: Accountant I  
Department: Accounting  
Reports to: Accounting Manager  
Starting Rate: \$22.55 - \$27.06  
Position Type: Key  
Opening Date: 02/12/26  
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, Patron Tracking/Marketing/Comp Audit, Slot Audit, and Table Games/Retail/Cage-Vault Audit.

---

### **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.
- Contributes to team effort by accomplishing related results as needed.
- Ensures the accuracy of financial documents, as well as compliance with relevant laws and regulations.
- Performs month-end tasks as assigned.
- 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 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.

## **Job Qualifications:**

- A 2-year associate's degree in accounting and/or minimum of 5 years' extensive accounting and/or Casino related experience.
- Must have a minimum of two years' prior work experience in an accounting or audit role.
- Must have strong work ethics, be well organized, a self-starter and have the 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 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](http://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 Resources Director  
715-634-5643 Ext. 6107

or

Tamara Christman, Training Specialist  
715-634-5643 Ext. 6121