



JOB POSTING

TITLE: Accountant
DEPT: Accounting
PAY: \$40,548/yr (D)

JOB SUMMARY

RED RIVER - Accountant is responsible for reviewing all ledger journal entries for accuracy, and reporting discrepancies or inconsistencies to the Accounting Manager.

MINIMUM QUALIFICATIONS

REQUIRED - High school diploma or GED required | At least 21 years of age | Associates Degree in Accounting or related field and 4 years Accounting experience or equivalent combination of education and experience | 2 years of experience with accounting software, such as MAS90, Peachtree, Infinium, etc. **PREFERRED:** Working knowledge of the Gaming Industry and the laws and regulations governing gaming operations.

ESSENTIAL DUTIES - All Team Members must embrace and deliver Kiowa's Guest Service Standards to every Guest on every shift, as outlined in Orientation, the Team Member Handbook, Standard Operating Procedures (SOPs), and any other related training | Consistently ensures an exceptional level of service and satisfaction is achieved throughout the property, exceeding the expectations of external and internal Guests alike in a timely and effective manner | Reviews general ledger entries to ensure accuracy and research discrepancies | Posts, audits, and adjusts daily revenue journal entries for Kiowa Casinos | Reconciles ATM/Debit/Credit/Check transactions and prepares analysis of accounts for Kiowa Casinos | Updates accounts to reflect revenue and expenditures for Kiowa Casinos | Reconciles complimentary Guest service receipts distributed by Rewards Club | Establishes and maintains departmental records and files as requested for Kiowa Casinos | Reconciles bank statements monthly for both Kiowa Casinos | Creates and maintains vendor voucher packages including, purchase orders, receiving tickets, invoices, and W-9's | Submits credit card transactions for food and beverage outlets and other areas as needed | Prepares all accounts payable reports and maintains all accounts payable files for Kiowa Casinos | Assists external and internal auditors as requested by department leader | Assures accuracy of input and output data for Kiowa Casinos | Analyzes vendor accounts and negotiates extended terms with vendors when cash is restricted for Kiowa Casinos | Prepares assigned recurring monthly journal entries for Kiowa Casinos | Prepares and coordinates mail, faxes, and express packages for Kiowa Casinos | Prepares accounts payable checks for Kiowa Casinos | Assists with accounts receivable and accounts payable and special projects, as necessary | Assists with monthly and yearly closings | All other duties as assigned | Must adhere to departmental, organizational, state, and federal safety rules and regulations, applicable processes for safe operation, appropriate Personal Protective Equipment, in addition to any/all related controls for personal welfare and the safety of others.

IMPORTANT NOTES

1) This announcement describes an open position at Kiowa Casinos, as of the posting date listed below. To be eligible to apply, current Team Members must have performed competently for at least 6 months in their current position. In addition, Team Members receiving corrective action within the previous 6 months may not be eligible for transfer. If you are interested in any posted position, please contact HR for a complete copy of the job description and an application or an internal application, if you are currently employed by Kiowa Casinos. 2) Native American Preference will apply in accordance with Tribal policies. All applicants must be able to work any shift, holidays, and weekends as scheduled. Current Team Members are also encouraged to submit an updated resume with their internal application. All Team Members must submit an internal application for each interested position. For example, if you have applied for a Floor Supervisor position and one week later Floor Supervisor is posted again, you must fill out another internal application.

STATUS: 1 F/T | POSTED: 03/27/23 | REMOVE: When Filled



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