

# PARAGON CASINO RESORT

## Job Description

### REVENUE ACCOUNTING CLERK

<b>Department:</b>	<b>Finance</b>	<b>Reports to:</b>	<b>Assistant Revenue Manager</b>
<b>Job Code:</b>	<b>CLK05</b>	<b>License:</b>	<b>Gaming</b>
<b>Position Code:</b>	<b>CLK008</b>	<b>Costing:</b>	<b>600 6100 6111</b>
<b>Pay Grade:</b>	<b>N4</b>	<b>Date:</b>	<b>10/17/12</b>
<b>EEO-1 Code:</b>	<b>5</b>		

#### **SUMMARY:**

Responsible for accurately recording daily totals in timely manner, thereby ensuring smooth and efficient operations in the Revenue Accounting Division of the Finance Department.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Enters daily information into Revenue Audit Report form; runs back-up reports.
- Prepares journal entries; tracks coupons used on property; sorts and records complimentary receipts.
- Reconciles accounts on a regular basis.
- Assists with the monitoring of all financial activities on property, with respect to Revenue Accounting, to ensure that all applicable laws, rules, regulations and controls of the company, NIGC, the State Police and the Tribal Gaming Commission are enforced throughout the Revenue Accounting Division of the Finance Department.
- Evaluates various situations, with respect to Revenue Audits, and determines how to best to handle same.
- Ensures a maximum level of company-wide service and satisfaction, in the area of Revenue Accounting, is achieved and maintained.
- Facilitates the flow of information throughout the property, by attending regularly scheduled departmental meetings.
- Held accountable for the accuracy and thoroughness of departmental records and reports.

#### ***Paragon Casino Resort requires all Associates to consistently:***

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.

- Maintain a consistent, regular attendance record.

**REQUISITE QUALIFICATIONS:**

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED) required. Some college courses in Accounting or related area preferred.

**Qualifications:** Must have effective communication, organizational, and analytical skills. Experience with revenue audits preferred. Must be extremely numbers-oriented and computer-literate, with superior spreadsheet skills; proficiency in Excel software highly preferred and test 70% or higher on said pre-employment tests.

**Must apply for, be granted and retain a valid Tribal Gaming License and State Gaming Certification during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.**

**Language Skills:** Ability to apply commonsense understanding to carry out a variety of instructions furnished in written, oral or diagram form.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Physical Demands:** The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Associate is regularly exposed to the risk of radiation (from computers), as a great deal of the workday is spent working on spreadsheets or inputting data into the computer system.

The noise level in the work environment is usually moderate.