

PARAGON CASINO RESORT

Job Description

REVENUE ACCOUNTING MANAGER

Department:	Finance	Reports to:	Controller/Director of Finance
Job Code:	MGR06	License:	Gaming
Position Code:	MGR020	Costing:	600 6100 6111
Pay Grade:	E9	Date:	2/19/21
EEO-1 Code:	1.2		

SUMMARY:

Responsible for the operational direction, administration, and coordination of all activities of the Revenue Accounting Department. The Revenue Accounting Manager will supervise audits to ensure that all revenue is properly calculated and reported, and assess effectiveness of controls, accuracy of financial records and efficiency of operations.

Has a strong sense of urgency with the ability to multi-task, take initiative, and follow-through. Is detail oriented with attention to accuracy and possesses excellent analytical skills. Has strong organizational, documentation and supervisory skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Responsible for the Daily activities of the department, including:

- Audits are completed and supporting paperwork is reviewed for accuracy and completeness.
- Resulting revenue and statistical journal entries are reviewed and posted.
- Flash & DOR reports are accurate and distributed on a timely basis.
- Schedules for Main Bank Suspense/Clearing accounts are maintained, and differences resolved.
- Notice of Exceptions to company and regulatory policies and procedures are recorded and communicated to departmental managers.
- Taxes withheld on Gaming activities are transmitted on a timely basis.
- Revenue Accountants are cross-trained and scheduled to ensure coverage for all daily audit functions.

Performs month-end closing activities including:

- Balance sheet accounts are reconciled, and outstanding items cleared on a timely basis.
- Month-end journal entries are posted.
- Financial and statistical data is reviewed and compared to budget and prior year for accuracy and completeness and variances investigated.
- Assistance is provided to departmental managers with respect to understanding their financial data.

Accountable for efficient departmental processes that attain quality results including:

- Develops, implements, and maintains automated and manual accounting/audit processes and systems to ensure the accuracy, integrity, and completeness of financial information.
- Maintains the revenue audit programs and spreadsheet templates and regularly reviews and updates.

- Documents standard operating procedures and internal controls and makes suggestions for improvements.
- Assists in development and implementation of procedural policies for audits, makes corrections or revisions.
- Ensures staff is trained on software and utilizes technology effectively to accomplish objectives.

Directly supervises Revenue Accounting team members with a focus on:

- Ensuring team members receive leadership, guidance and resources to accomplish established objectives.
- Creating effective and efficient schedules, while maintaining labor costs, meeting staffing objectives, and achieving deadlines.
- Improving staff effectiveness by hiring, coaching, mentoring, training and recommending disciplinary action for team members; and planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Creating and implementing staff development plans for those employees who display the skills, motivation and attitude to grow professionally within the organization.

Monitors all financial activities on property, with respect to Revenue Accounting, to ensure that all applicable laws, rules, regulations and controls of the company, NIGC, Federal and State Tax Commissions, the Louisiana State Police, and the Tribal Gaming Commission are enforced throughout the department.

- Maintains supporting schedules and documentation and stores records in accordance with internal controls.
- Responds to inquiries and request for information by regulatory, internal and financial auditors.
- Submits accurate monthly, quarterly and annual reports, taxes and licenses on schedule to appropriate governing bodies.
- Handles sensitive and confidential information and uses discretion and sound judgment when dealing with managers and employees.
- 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.
- Performs other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- 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.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the activities of all associates in the Revenue Accounting Team of the Finance Department.

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: Bachelor's degree in Accounting or related area from a four-year college or university, or an equivalent combination of education and experience.

Minimum of three (3) years' experience working in Auditing/Accounting or Internal Auditing required.

Supervisory experience or comparable leadership experience required.

Minimum (3) three years related finance experience in the casino or hospitality industry is preferred.

Qualifications: Must have effective communication, organizational and analytical skills. Must be available to work required schedule which including weekends, and holidays as needed. Must be extremely numbers-oriented and computer-literate, with superior spreadsheet skills; proficiency in Excel software highly preferred and test 75% or higher on said pre-employment tests. Proficiency in Infinium, Agilysys LMS and InfoGenesis or similar business solution software preferred.

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 read, analyze, and interpret the most complex documents, such as technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from guests, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one and small group situations.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and work with mathematical concepts such as probability and statistical inference.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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.