

PARAGON CASINO RESORT

Job Description

Sr. Accounting Clerk

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| Department: | Finance | Reports to: | Director of Finance |
| Job Code: | CLK08 | License: | Gaming |
| Position Code: | CLK029 | Costing: | 600 6100 6111 |
| Pay Grade: | N6 | Date: | 06/21/2021 |
| EEO-1 Code: | 2 | | |

SUMMARY:

Provides administrative and clerical support for accounting operations and reporting. Participates in daily, monthly and annual accounting processes while developing accounting knowledge and taking on increasing responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Supports month-close activities, including but not limited to:
 - Prepares and uploads accruals, reclassifications, prepaid and other adjusting journal entries
 - Assists with account reconciliations
 - Ensures all journal entries and account reconciliations have the appropriate supporting documentation
 - Scans and centrally files accounting records
 - Distributes financial reports and supporting schedules to departmental managers
 - Assembles hard copy financial books for Executive Management and creates a digital copy
- Prepares deposits for checks received in the mail and maintains the daily cash report as necessary
- Responds to guest inquiries regarding ATM and credit card transactions and assists with problem resolution
- Processes purchase requests for the department
- Facilitates invoicing for direct bill customers, responds to inquiries, posts payment transactions and monitors the aging of outstanding balances.
- Maintains supporting schedules and documentation and stores records in accordance with internal controls
- Assists with regulatory and financial audits, prepares audit work papers and responds to inquiries
- Assists with Revenue Audit, Accounts Payable and Payroll as necessary
- Assists Accounting Management with research and resolution of account balance and transaction discrepancies
- Assists with the monitoring of all financial activities on property, with respect to General 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 Accounting department.
- Works to ensure reporting deadlines are met and financial reports are compiled and distributed in a timely manner
- 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 General 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:

- 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.

SUPERVISORY RESPONSIBILITIES:

None

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) with one year prior general accounting functions required. Some college courses in Accounting or related area preferred.

Qualifications: Must have effective communication, organizational, and analytical skills. Experience with General Ledger Accounting preferred. 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.

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.