

PARAGON CASINO RESORT

Job Description

FINANCIAL CONTROLLER

Department:	Finance	Report to:	Director of Finance
Job Code:	DIR03	License:	Gaming
Position Code:	DIR016	Costing:	600 6100 6101
Pay Grade:	E12	Date:	10/03/23
EEO-1 Code:	1.2		

SUMMARY:

Responsible for the operational direction, administration and coordination of all activities of the General Accounting Team. The Controller will supervise day to day accounting tasks, account analysis, and month end closing activities, with the goal of producing accurate and timely financial statements in accordance with Generally Accepted Accounting Principles. (GAAP).

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:

Performs month-end closing activities to include:

- Prepares and posts month end accruals, re-classes, and amortization of pre-paid and other adjusting journal entries.
- Reconciles balance sheet accounts, and ensures outstanding items clear on a timely basis.
- Maintains supporting schedules and documentation and stores records in accordance with internal controls.
- Posts and reconciles sub-ledgers systems (i.e. payroll, accounts payable, fixed assets, accounts receivable, inventory and purchasing) to the general ledger and understand the integration and resulting journal entries.
- Reviews financial and statistical data and compares results to budget and prior year for accuracy and completeness and variances investigated.
- Works closely with revenue accounting, Accounts Payable, and Payroll and understands the relationship of their processes with the monthly financial statements.
- Leads the monthly closing and review of the general ledger and reports any issues and areas of concern or non-compliance to Senior Management.
- Supports departmental managers with respect to understanding their financial reports and is able to answer accounting and financial questions by researching and interpreting data.
- Works to ensure reporting deadlines are met and financial reports are compiled and distributed in a timely manner.

Responsible for the Daily Activities of the team to include:

- Facilitates invoicing for direct bill customers, responds to inquiries, posts payment transactions and monitors the aging of outstanding balances.
- 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.

- Accurately and correctly maintains records of additions, disposals, and transfers of fixed assets and related depreciation.
- Responds to departments inquiries and provides guidance in how to process non-standard transactions.

Accountable for efficient departmental processes that attain quality results to include:

- Develops, implements, and maintains automated and manual accounting/audit processes and systems to ensure the accuracy, integrity, and completeness of financial information.
- 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 General 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 staff objectives and achieving deadlines.
- Improving staff effectiveness by hiring, coaching, mentoring, training and recommending disciplinary action for team members. Planning delegating, monitoring and appraising job tasks and results in a timely manner.
- Creating and implementing staff development plans for team members who display the skills, motivation and attitude to grow professionally within the organization.

Monitors 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 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 team members.
- 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 the associates in the General Accounting team.

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.

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.

Education and/or Experience: Bachelor’s degree in Accounting, Business Administration or related area from a four-year college or university; or an equivalent combination of education and experience. Minimum of five (5) years’ experience working in Auditing/Accounting or Internal Auditing required. Supervisory experience or comparable leadership experience required. Minimum five (5) 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 includes 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

Language Skills: Ability to read, analyze, and interpret the most complex of 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 of this job, the Associate is regularly required to talk or hear. The Associate is occasionally 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 to 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 noise level in the work environment is usually moderate.