

PARAGON CASINO RESORT

Job Description

DIRECTOR OF FINANCE

Department:	Finance	Reports to:	Chief Financial Officer
Job Code:	DIR03	License:	Gaming
Position Code:	DIR027	Costing:	600 6100 6101
Pay Grade:	E13	Date:	08/28/14
EEO-1 Code:	1.2		

SUMMARY:

Responsible for coordinating and managing all functions pertaining to General Ledger, Revenue, Payroll, Accounts Payable and Receivable, Hard Count and Soft Count in accordance with the established policies, procedures and controls of the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Directs preparation and distribution of monthly financial statements.
- Establishes accounting procedures as necessary.
- Ensures the integrity of all financial data produced by the department; assists Revenue Accounting Manager, General Accounting Manager, and Auditors, as needed.
- Monitors all activities on property, to ensure that all applicable laws, rules, regulations and controls of the company, the Federal and State Tax Commissions, and the Gaming Commission are enforced throughout Paragon Casino Resort.
- Maintains a working knowledge of GAAP standards and ensures the timely completion of financial reports and statements, in accordance with same.
- Participates in monthly financial statement review, quarterly write-off meetings, and internal control updates.
- Establishes a system of trouble shooting financial problems, to ensure cost effectiveness throughout the property.
- Reviews daily financial reports to verify accuracy.
- Coordinates detailed monthly financial reports as well as the annual business plan (forecasted budget) for the following year.
- Organizes all financial analysis on property with regard to capital expenditures, casino revenue, labor control and budget forecasting.
- Controls the Soft Count, Hard Count, and Accounting budgets; responsible for auditing gaming

revenue, Food & Beverage and miscellaneous revenue.

- Maintains good working relationships with the Gaming Commission, the Federal and State Tax Commissions.
- Organizes adequate staffing levels in the department, by interviewing, selecting, training, scheduling, evaluating, promoting, disciplining and terminating associates, as needed.
- Reviews departmental reports, addressing potential conflicts and/or misinformation.
- Assists with monthly, quarterly and annual reporting requirements to lenders in compliance with loan agreements.
- Ensures a maximum level of company wide service and satisfaction, in the financial aspect of the business, is achieved and maintained.
- Serves as a member of the Operations Committee and attends weekly meetings.
- Facilitates the flow of information throughout the property, by organizing and presiding over regularly scheduled meeting with the Finance Team.
- Held accountable, to the highest degree, for the accuracy and thoroughness of departmental records and reports.
- Communicates with all divisions of the Finance Department, in an effort to ensure consistency in procedures throughout the department.
- Plans growth opportunities for those associates who display the necessary skills, motivation and attitude to progress within the company; provides for the fair and equitable treatment of all Finance Associates.

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:

Directly supervises the activities of the Management Team of the General Ledger, Revenue, Payroll, Accounts Payable, Accounts Receivable, Hard Count and Soft Count divisions 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, Business Administration or related area from a four-year college or university required; Certified Public Accountant (CPA) or Masters Degree in Accounting, Business Administration or related area required; four to six years related experience in a position responsible for trial balance and financial statement preparation including management of Accounts Payable, Payroll, Fixed Assets, General Ledger, Accounts Receivable, Inventory, and Revenue Accounting. Experience with budgeting, financial and SEC reporting, expense analysis, cost benefit analysis and financial statement interpretation required. Minimum of three (3) years experience in financial analysis or related area, preferably in the gaming industry, required.

Qualifications: Must possess excellent communication, organizational, and analytical skills. Must be extremely numbers-oriented and computer-literate, with superior spreadsheet skills.

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 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 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.

The noise level in the work environment is usually moderate.