

PARAGON CASINO RESORT

Job Description

Finance Specialist

Department:	Finance	Reports to:	CFO
Job Code:	SPL03	License:	Gaming
Position Code:	SPL011	Costing:	600 6000-6015
Pay Grade:	E8	Date:	04/11/24
EEO-1 Code:			

SUMMARY:

The Finance Specialist serves as a liaison between the Chief Financial Officer, Director of Compliance and the Director of Planning and Analysis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Internal Audit:

- Assist in the development of Paragon Casino's annual audit plan. including planning, fieldwork, and reporting, while ensuring adherence to established timelines.
- Conduct scheduled MICS and TICS audits with an oversight from the Director of Compliance.
- Report risk management issues and internal control deficiencies identified to the Director of Compliance.
- Prepare/assist in the completion of audit reports and submit to the Director of Compliance.
- Conducts random audits as required by the Director of Compliance. Audits include areas of F/B Inventory, Hotel and Casino Housekeeping Inventory, Pro Shop, and Retail areas.
- Stays up-to-date on changes to internal audit regulations from MICS and TICS.
- Coordinate and monitor audit materials and resources used to ensure work is organized and completed within budget and timeline expectations.
- Maintains the gaming operations active list of employees with both State and Tribal list to ensure compliance with requirements
- Send out weekly to all department heads a list of employees and vendors whose State Certification and Tribal License will be expiring during the next thirty (30) day period.

Planning & Analysis:

- Determine the balance between optimum scheduling, service expectations and current legal requirements.
- Collaborate with department leaders to ensure accurate staffing levels and to formulate efficiency strategies.
- Develop and deliver best practice scheduling, rotation design and reporting to maintain consistency among business. Help create scheduling solutions for departments that account for current business

demands as well as exceptions.

- Provide labor reporting to Property Senior Management.
- Performs any other job duties as assigned.

Executive

- Directs distribution of work load in conjunction with Director of Compliance and Director of Planning and Analysis
- Perform Special Projects as directed by the CFO
- Assist the CFO in developing and maintaining reports and presentations for submission to the executive team and the Gaming Authority.
- Maintain the Strategic Plan documents and templates.

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: Bachelor’s Degree in Accounting, Finance or an equivalent preferred. Minimum 2 years clerical. Must be computer literate.

Qualifications: Must demonstrate strong interpersonal skills and the ability to interface with a wide variety of people in business and administration.

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.