

9. Ordinance, State Gaming Compact, Minimum Internal Controls, Department Procedures, memos and other communication from supervisory or regulatory personnel.
10. Compile and analyze financial information to prepare general ledger entries.
11. Responsible for data entry on a variety of statistical reports to be used by management.
12. Identify variations, fluctuations, or deviations; aid in the investigation of these items and report findings to the appropriate personnel
13. Maintain a tracking system for outstanding slips, coupons, etc. for proper accountability.
14. Provide assistance to the finance department with revenue analysis.
15. Strictly adhere to the confidentiality requirements of the Finance Division.
16. All other assigned duties.

QUALIFICATIONS:

1. North Star Mohican Casino Resort is looking for a courteous and friendly individual.
2. Two years' experience in accounting is required.
3. Audit experience is preferred.
4. Must pass a basic math and accounting exam and accounting principles test.
5. Must have excellent computer skills, including Excel, Word and Microsoft Office.
6. A working knowledge of accounting software is required.
7. Strong accounting and report writing skills are required.
8. Must be able to work in a fast-paced environment where teamwork is essential.

PHYSICAL REQUIREMENTS/WORK ENVIROMENT:

1. Constant hand movements (repetitive motions: grasping, holding, use of finger dexterity).
Required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.
2. Constant walking and standing which may include kneeling, crouching, reaching and bending.
3. Occasional pushing/pulling, lifting and/or moving up to sixty (60) pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception and the ability to adjust and focus.
5. Work is generally performed in a casino setting with a higher noise level and where cigarette smoke is prevalent.
6. Work environment is **NOT** smoke, noise or dust free.

**THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL OPPORTUNITY EMPLOYER
EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE
TRIBAL EMPLOYMENT PREFERENCE ORDINANCE**