



Job Announcement

Opening Date:	November 15, 2024
Closing Date:	Until filled
Position Title:	Accountant
Department:	Accounting
Supervised By:	Accounting Supervisor
Supervises:	None
Starting Salary:	\$18.00 - \$22.00, DOE
Grade:	4
FLSA	Status: Non-Exempt
Status:	Permanent
Hours:	Part Time
Benefits:	Yes, see below

General Statement of Responsibilities:

The Casino Accountant is responsible for the daily, weekly, and monthly processing of reports, data entry and validation including into the Daily Journal, maintain Accounts Receivable file of returned checks, prepares meter reading sheets, and reads the Slot Machine meters, and other duties as assigned.

The candidate should have knowledge of accounting practices and procedures.

****Must be willing to work in a secondhand smoke environment.**

Specific Areas of Responsibilities:

- Process and verify casino and retail daily paperwork.
- Responsible for sorting, verifying, and filing all the daily slot machine, cash desk, and retail outlets paperwork, and confirming revenue figures by the re-calculation of cash desk and retail outlet paperwork as necessary, and by comparison to other paperwork verified by other accountants.
- Ensure that casino and outlet paperwork is properly filled out and signed.
- Makes the necessary entries of meter readings, drop, and jackpots to the Slots Monitoring system so that accurate and timely reports are produced detailing the slot machine performance by individual machine and designated machine groups.
- Prepares the meter reading sheets and reads the Slot Machine meters as required.

- Issue's variance reports to the prescribed departments and personnel for mistakes made at or above the set monetary error level, and for procedural or signature errors.
- Prepares the Flash Report and other spreadsheets detailing all the casino revenues for each day's business and corrects the reports after all the paperwork has been audited.
- Generates designated generic or custom monthly reports, and ensures all daily, periodic, and monthly reports are circulated to the appropriate personnel.
- Ensure that daily, periodic, and monthly backups are maintained of the revenue spreadsheets and associated accounting computer material.
- Assists in maintaining the customer Database as required.
- Maintains the Accounts Receivables file of returned checks and takes the prescribed steps for attempts at debt recovery.
- Verifies and records payroll information for casino personnel. Perform other job-related duties as assigned.
- Correct and mistakes and issue variance reports if necessary.
- Set up the correct daily figures for entry into the Daily Journal.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Written and oral communications are required in the primary language used in the work area.
- Proficiency in the use of computer office software and ten-key data entry is required.
- Some accounting related background is preferred.

Minimum Qualifications:

- Must be age 21.
- High School graduate or equivalent.
- Must pass pre-employment drug screen.
- Must qualify for a Gaming License.
- Must be able and willing to work any schedule, holidays, and weekends.

Physical Qualifications:

Requires standing, walking, and sitting; must be able to lift 15 pounds. Position requires bending, reaching, standing, walking, sitting, finger dexterity, reading and writing, repetitive motions, and some grasping.

Preference Policy:

Preference will be given to qualified Susanville Indian Rancheria Tribal Members. Indian preference is granted in accordance with P.L. 93-638.

Diamond Mountain Casino & Hotel Benefits Package:

The Diamond Mountain Casino & Hotel Benefits Package includes health, dental, and vision. Employees earn Paid Time Off (PTO) and seven holidays are included in each employees PTO. Diamond Mountain Casino & Hotel also offers a matching 401K Retirement Plan, Education Assistance (provisions apply), Employee Assistance Program, Health Spending Accounts (HSA), gym membership discounts, discounts with two different shoe vendors, and employee discounts in our restaurant, coffee shop, and gift shop.

How to Apply:

All applicants are required to submit a Diamond Mountain Casino & Hotel application. Applications can be picked up at 900 Skyline Drive, Susanville, CA or you may apply online at www.dmcah.com/job and an application will be emailed to you.

Only **complete** applications will be considered. To be considered for the position you must:

1. Submit a completed application
2. Attach a copy of your High School Diploma or equivalent if required
3. Attach a copy of your Tribal ID Card, if you are claiming Indian Preference

Completed applications can be dropped off in person at the casino security desk. They may also be emailed to ewadley@dmcah.com or faxed to 530-252-1110. All applications **must be received by 4:00 pm Pacific Time** on the closing date of the announcement.