



## **Vacancy Announcement**

<b>Title:</b>	<b>Controller</b>
<b>Reports To:</b>	Director of Finance
<b>Location:</b>	Yreka, CA
<b>Salary:</b>	Competitive salary and benefits, (DOE)
<b>Classification:</b>	Full Time, Regular, Exempt, Non-Entry Level
<b>Summary:</b>	Responsible for the overall supervision of the accounting department, including, A/P, A/R, payroll and Revenue Audit Personnel.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us), just click on the tab for Rain Rock Casino. The Karuk Tribe's (TERO) **Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)



## Position Description

**Title:** Controller

**Reports to:** Director of Finance

**Location:** Yreka, CA

**Salary:** Competitive salary and benefits, DOE

**Classification:** Full Time, Regular, Exempt, Non-Entry Level

### **Summary:**

Responsible for the overall supervision of the accounting department, including A/P, A/R, payroll and Revenue Audit Personnel.

### **Responsibilities:**

1. Must learn, comprehend, and maintain a working knowledge of casino accounting procedures which includes general journal entries, production of financial statements, depreciation and amortization, reconciliations of balance sheet and charts of accounts, payroll, accounts payable and accounts receivable.
2. Review and understand all contracts in regard to finance and slot machines.
3. Provide department specific accounting reports to Team Leaders.
4. Create month end journal entries balanced to the general ledger.
5. Prepare for and service the yearly audit.
6. Investigate any substantial variations with the Director of Finance.
7. Act in accordance with Handbook personnel procedures, operating procedures, minimum internal control standards, and regulations.
8. Assist all team members as needed.
9. Update accounting policies and procedures as needed.
10. Maintain confidentiality over all finance and personnel information.
11. Maintain an efficient filing system and document all assets and reconciliations.
12. Attend mandatory and non-mandatory training, meetings, and briefings
13. Maintain appearance standards as outlined in departmental and Rain Rock Casino policies.
14. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
15. Provide courteous service to our guests and be cordial to all Team Members.
16. Communicate effectively both orally and in writing.

17. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

### **WORKING CONDITIONS & ENVIRONMENT**

1. Must be able to work in a smoke-filled environment.
2. Must be able to work all shifts, weekends, holidays & special events as needed.
3. Must be able to work in a high stress atmosphere.
4. Must be able to work in a fast-paced environment where teamwork is essential.

### **LEVEL OF AUTHORITY & RESTRICTIONS**

1. Supervise payroll, accounts payable and receivable and revenue audit personnel.

### **Requirements:**

1. Must be at least 21 years of age
2. Requires a Bachelor's Degree in accounting or a 4 years of full cycle accounting experience (A/P, A/R, General Ledger, Payroll, Audit, Year-End, etc.) preferably in the gaming industry.
3. Knowledge of Sage 100, FAS 100, Excel, Payroll Provider Services, and Time & Attendance software.
4. Perform calculations such as discounts, interest, commissions, proportions, and percentages. Apply concepts such as fractions, ratios, and proportions to practical situations.
5. Ability to work and perform tasks independently.
6. In-depth knowledge of full cycle accounting and the accounting equation.
7. Type speed of at least 40 wpm and proficient with ten key calculators.
8. Proven skills in the use of computer equipment.
9. Highly self-motivated and directed.
10. Keen attention to detail.
11. Proven analytical, evaluative, and problem-solving abilities.
12. Ability to effectively prioritize and execute tasks in a high-pressure environment.
13. Extensive experience working in a team-oriented, collaborative environment.
14. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
15. Willing to travel and participate in training as recommended or required.
16. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
15. Must adhere to confidentiality policy.
16. Must successfully pass a drug screening test and criminal background check.
17. Indian preference will be observed in the hiring process.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Benefits Include:**

- Comprehensive Benefits Package
- Medical
- Dental/Vision
- Retirement
- PTO, Holiday, Vacation
- Relocation Package can be provided

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

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Team Member Name	Signature	Date
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Team Leader Name	Signature	Date
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**Council Approved:** *(date)*

- Original to HR
- Copy to Team Member
- Copy to Team Leader