



13767W County Road B  
Hayward, WI 54843

## Job Posting

Job Title: Accountant I  
Department: Accounting  
Reports to: Accounting Manager  
Pay Grade: E1  
Position Type: Key  
Opening: 03/11/2022  
Closing: Until Filled

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**Basic purpose or function:** Member of the Accounting team that supports the Accounting Manager in carrying out the responsibilities of the Accounting Department. This position will cover a variety of areas including but not limited to Profit & Loss Reconciliation, Accounts Payable, Accounts Receivable, Payroll, Purchasing, Inventory and General Ledger and will master the primary responsibilities of at least one of these major areas.

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### **Job Duties:**

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- Assist internal and external customers
- Obtain documents necessary to comply with federal, state, and local legal requirements
- Assist other accounting personnel with tasks that require accounting personnel to take part
- Verify the accuracy of internal and external documents received in the accounting department
- Support accounting, management, and executive staff by performing assigned accounting tasks
- Assist with audits by collecting data and documents and performing other tasks related to the audits
- Ensure that all accounting and financial records are in line with internal controls, laws, regulations, and generally accepted accounting principles (GAAP)
- Reconcile and resolve any discrepancies found in records, statements, or documented transactions
- Maintain customer confidence and protects operations by keeping financial information confidential
- Contributes to team effort by accomplishing related results as needed
- Master the primary responsibilities of at least one major area of accounting
- Reconciles bank statements, resolves any discrepancies and analyzes outstanding checks and deposits
- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Ensures the accuracy of financial documents, as well as compliance with relevant laws and regulations
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### **Job Qualifications:**

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- A 2-year Associates degree in Accounting and/or minimum of 5 years extensive accounting experience; Baccalaureate degree in Accounting preferred
- Must have a minimum of two years prior work experience in an accounting or audit role
- Must have strong work ethics, be well organized, a self-starter and ability to work in a team environment
- Exceptional communication skills and the ability to interact with all levels of employees, customers, and vendors in a professional manner
- Strong problem-solving skills, accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Ability to keep company information Confidential
- Intermediate computer skills in Microsoft products: File Explorer, Excel, Word, and Outlook; and intermediate skills with accounting software
- Exceptional organizational and communication skills, both written and verbal
- Ability to develop a positive rapport with internal and external customers

- Ability to work well with all departments of the casino gaming complex
- Must complete Title "31" training
- Must obtain a gaming license

**Key Competencies:**

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- Accounting experience
- Computer Skills
- Analysis/problem solving
- Oral/Written Communications
- Teamwork Collaboration

**Native American preference applies to all candidates for this position.**

Apply online at:

[www.sevenwindscasino.com](http://www.sevenwindscasino.com)

Our Team

If you are unable to apply online, submit information to:

Human Resource Department  
Sevenwinds Casino, Lodge & Conference Center  
13767W County Road B  
Hayward, WI 54843

Doug Merrill, Training & Development Specialist  
715-634-5643 Ext. 6121

Tina Coss, Human Resource Manager  
715-634-5643 Ext. 6107