

Walker's Bluff Casino Resort
Job Description



Job Title: **Director of Finance**
Function: Administration
Department: Finance
Reports To: General Manager

Position Summary: *Briefly describe the job's primary purpose or contribution to the department or organization.*

The Finance Director is responsible for the oversight of all financial activities, including budgeting, revenue reports, disbursement of funds, managing financial risk, implementing and improving financial processes. This position is responsible for the leadership, direction and coordination of Accounting, Cage & Count and Purchasing functions. The Finance Director will ensure that all accounting activities related to revenue generated by the company are error free and in compliance with all applicable laws, rules and regulations.

Essential Duties and Responsibilities: *List the job's most important functions and responsibilities. Include all important aspects of the job, whether performed daily, weekly, monthly, annually, or any that may occur at irregular intervals.*

- Ensures company Accounting, Cage, Count and Purchasing policies and procedures conform to generally accepted accounting principles and are consistent with Illinois gaming laws and regulations and internal controls.
- Establishes and ensures internal control procedures to safeguard company assets.
- Plans, directs and organizes accurate and timely reporting of forecasting and financial information, ensuring company is in compliance with external financial reporting requirements.
- Leads and directs Accounting, Cage, Count, and Purchasing function and staff.
- Establishes and implements short and long-range departmental goals, objectives, policies and operating procedures.
- Coordinates financial statements, annual financial reports, audit activities, and other information reports and requests, ensures accuracy and integrity of financial reporting.
- Oversees the preparation of daily revenue and other financial reports and their comparison against budget and forecast projections and previous year's results.
- Ensures taxes and regulatory documents are filed in a timely and accurate manner.
- Establishes department standards, guidelines and objectives, and maintain other administrative processes such as budget and staffing to ensure proper planning and efficient operation of assigned areas.
- Responsible for audits of all monies and revenue generating areas.
- Manages monthly general ledger posting process.
- Ability to travel to other Elite Casino properties to understand their finance operations and assist with projects as necessary.
- Maintains accounting system, legitimacy of assets, and proper accounting and inventory of assets.
- Works closely with departments to resolve any problems related to the revenue audit.
- Ensures accurate tracking of information and timely filing related to all regulatory findings including gaming taxes, W-2G's, Title 31/AML and Bank Secrecy Act.
- Ensures timely payment of all gaming taxes and other regulatory fees. Provide exceptional guest service for all external and internal customers.
- Responsible for the operation of the Finance department, successful performance of employees, and a favorable guest experience.
- Responsible for effectively managing, delegating duties, and the performance and development of department staff; inclusive of interviewing, hiring, training, evaluating, coaching, and termination of staff.
- Manage expenses based on budgeted guidelines and business volumes to include payroll and staffing levels.
- Perform all functions of personnel within span of control, as needed.
- Must maintain reasonable accessibility by phone for business purposes.
- Assure an environment which emphasizes cooperation, communication, and teamwork with all departments.
- Support compliance with all internal procedures and regulatory requirements, including those associated with underage and intoxicated guests.
- Adhere to current law and policy to provide a work environment free from illegal and discriminatory behavior.
- Promote and ensure the safety and security of all guests and employees.
- Complete job duties with minimal supervision, maintain acceptable attendance, and use appropriate judgment and decision-making skills.
- Serve as periodic Manager on Duty (MOD), responsible for the direct supervision of all Casino operations and conduct of Casino employees while on duty.
- Job duties, tasks, work hours, work requirements, and other duties as assigned may be added or changed at any time.

**Walker's Bluff Casino Resort
Job Description**



Knowledge, Skills, and Abilities:

- Bachelor's Degree in Accounting with at least five (5) years of experience as Director or equivalent role.
- Knowledge of Cage/Count and Accounting in gaming, including casino operations with a minimum of five-years' experience in gaming.
- Strong computer skills including Excel and accounting software.
- Working knowledge of fixed asset accounting, accounts payable, payroll and data analysis.
- Ability to prepare and analyze financial statements.
- Ability to manage priorities and workflow in a fast-paced environment.
- Possess strong leadership skills.
- Demonstrated ability to deliver excellent communication and writing skills.
- CPA preferred.
- Skilled in planning, delegation, time-management, and problem-solving required.
- Ability to maintain strict confidentiality including, but not limited to, employee data, player activity, claim activity, financial data, marketing plans, and policies.
- Ability to perform assigned duties under frequent time pressures and in an interruptive environment.
- Ability to use telephone, copy/fax machine, hand-held radio, and any department-specific equipment, tools, and computer software.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and skills in database management and record keeping.
- Ability to solve complex problems and maintain mental concentration for significant periods of time.
- Ability to perform a broad variety of tasks and deadlines with an irregular work schedule.
- Above average oral and written communication skills allowing effective communication with guests and all levels of employees.
- Ability to work in casino and office environment with excessive noise levels, bright lights, and smoke environment.

Job Specific Knowledge: *The use of practical procedures and knowledge, specialized techniques, and learned skills.*

- **Mastery** – Mastery of theories, principles, and complex techniques or the diverse, cumulative equivalent gained through broad seasoning and/or special development. Typically requires a Master's degree (M. A.) or equivalent; minimum of ten years related experience and/or training; or equivalent combination of education and experience.

Managerial Knowledge: *The planning, coordinating, directing, and controlling activities and resources associated with the organization or function.*

- **Director** - Direction of a major unit with noticeable functional diversity or guidance of a function(s) which significantly affects all or most of the organization.

Human Relations Skills: *The active (either face-to-face or telephone) interpersonal skills needed to facilitate relationships with other people either within (co-workers) or outside (customers, vendors) the organization.*

- **Critical** – Skills in understanding and motivating people and negotiation. This is the highest level of interpersonal skills, usually required for positions that are accountable for the development, motivation, assessment, and reward of other employees.

Thinking: *The scope the person must think to perform the essential functions of the position.*

- **Broadly Defined** – Thinking within concepts, principles and broad guidelines towards the organization's objectives or functional goals. This is done in an environment that is intangible or unstructured.

Problem Solving: *The level of problem solving complexity required of the person in performing the essential functions.*

- **Unique** – New or nonrecurring situations requiring the development of new concepts and imaginative.

Decision Making: *The degree of decision making authority/autonomy required to perform the essential functions.*

- **Very High** – Broad organization policies, community or legislative limits, and the mandate of the organization.

Scope: *The breadth/scope of impact across the company this position has in performing the essential functions.*

- **High** – Results achieved affect all other departments and the company as a whole.

Impact: *The degree to which this position affects or brings about the results expected of their department or function.*

- **Primary** – Controlling impact – the position has effective control over the significant activities and resources which produce the results and is the sole position which must answer for the results.

**Walker's Bluff Casino Resort
Job Description**



Physical Demands:					
Up to 50%	Standing	25% - 50%	Lifting < 50 lbs	Up to 100%	Using hands/fingers to handle or feel
UP to 50%	Walking	10%-25%	Lifting > 50 lbs	Up to 100%	Reaching with hands and arms
Up to 100%	Sitting			10%-50%	Stooping, kneeling, crouching, or crawling
Less than 25%	Climbing				
Certificates, Licenses, Registrations:					
<ul style="list-style-type: none"> • Must hold a valid gaming license in accordance with the Racing and Gaming Commission regulations. • Must complete all company-required training within designated time frames. • Must obtain direct deposit within one week of start date. 					
Signature:			Date:		