

Job Description

Title: Accounting Clerk Gaming

Division: Finance

Position Reports to: CFO

Date Revised: January 2018

I. General Summary

The Accounting Clerk Gaming is responsible for assisting in all organization accounting procedures, primarily focusing on the Gaming operations compliance, working knowledge of North Dakota gaming laws and organization internal control, filing, posting, data entry, and other accounting tasks as required.

II. Principle Duties and Responsibilities:

- Responsible to perform daily count at gaming sites
 - Responsible for Auditing Pulltabs
 - Perform Jar audits as needed
 - Assist with month end closing as needed
 - Audit fills & credit slips.
 - Audit jar cash sheets & deposit jar activity
 - Enter and document Accounts Payable
 - Enter and document accounts Receivable
 - Assist with Payroll processing as needed
 - Local travel to gaming sites required
 - Perform other duties as assigned.
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III. Background

Supervision --This position has no supervisory responsibilities.

Confidentiality -- The position requires a working knowledge of financial aspects of the Museum and its operations that are confidential.

Mental Application -- The position requires knowledge of financial practices and their relationship to operations of the Museum. A good understanding of related gaming rule and law, as well as a general understanding of proper internal controls.

Contacts - Internal and Public -- Internal contact with Plains Art Museum employees. External contacts include vendors and ND State Gaming personnel.

Magnitude and Scope -- This position involves an understanding of policies, procedures, and state and federal laws and regulations.

IV. Conditions and Equipment

Working Conditions -- The position is performed in the Plains Art Museum & the Gaming sites. Requires travel to the organization's site locations and organization's banking facilities, using employee vehicle.

Equipment Operations -- Must be able to use basic office equipment, including a computer, printer, copier, adding machine/calculator.

V. Specifications

Education -- The position requires post-secondary accounting training/experience. A good understanding of expenditures and internal controls for both general operations and gaming

Experience -- Minimum of two year accounting experience preferred. Experience with/knowledge of North Dakota gaming regulations preferred.

Abilities -- Must have knowledge of generally accepted accounting, in addition to knowledge of spreadsheet and word processing applications. Ten-key skills required. Ability to follow instructions accurately required. Must have good written and verbal communication skills.

VI. Essential Functions

Must be able to sit at a desk for extended periods of time and have finger dexterity to operate office equipment. Must possess ability to read and write in the English language, in order to complete required paperwork and communicate effectively and clearly in person and on the telephone. Must exhibit well-paced mobility to visit various locations of the organization, in keeping with the daily demands of the position. Must be able to work individually, as well as part of a team.

Print Name _____

Employee Signature: _____ **Date:** _____