

# Job Description

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**Title:**Accounting Clerk

**Division:** Finance

**Position Reports to:**Controller

**Date Revised:** April 2018

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## I. General Summary

The Accounting Clerk Gaming is responsible for assisting with organization accounting procedures, primarily focusing on gaming operations compliance, including, but not limited to: internal control, filing, gaming audits, data entry, routine accounting tasks, and working knowledge of North Dakota gaming laws.

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## II. Principle Duties and Responsibilities:

- Responsible to perform daily count at gaming sites.
  - Audit of paperwork, including fill and credit slips and daily paperwork summaries, during count function.
  - Responsible for daily deposit of gaming activity and maintaining cash levels at gaming sites.
  - Responsible for audit of pull-tabs.
  - Assist in monthly jar audits.
  - Enter and document accounts payable.
  - Enter and document all accounts receivable paperwork related to gaming deposits.
  - Update and maintain all gaming related spreadsheets.
  - Assist with month end closing, as needed.
  - Assist with payroll processing, as needed.
  - Knowledge of North Dakota gaming laws and regulations.
  - Perform other duties as assigned.
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## III. Background

**Supervision** – This position has no supervisory responsibility.

**Confidentiality** – This position requires a working knowledge of financial aspects of the Museum and its operations that are confidential. All payroll information is confidential.

**Mental Application** – The position requires knowledge of financial practices and their relationship to operations of the Museum. A good understanding of related gaming rules and laws, as well as, proper internal controls is required.

**Responsibilities** – This position is responsible for the accounting of the corporation's revenue and expenditures, including maintaining, all pertinent records, the general and subsidiary ledgers, and related financials.

**Contact: Internal and External** – This position requires internal contact with Museum employees, including all gaming staff. The external contacts include vendors and North Dakota gaming personnel.

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

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#### **IV. Conditions and Equipment**

**Working Conditions** – This position is performed at the Museum and all gaming sites. All sites are non-smoking facilities. This requires travel to the organizations site locations and banking facilities using an employee vehicle.

**Equipment Operations** – Must be able to use basic office equipment, including; a computer, printer, fax machine, copier, adding machine/calculator and telephone.

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#### **V. Specifications**

**Education** – This position requires some post-secondary experience, preferably in accounting, finance or related field.

**Experience** – One year of accounting experience is preferred. This position should have an understating of generally accepted accounting principles and internal controls. Knowledge of North Dakota gaming regulations is a plus. Knowledge of Microsoft Dynamics is a plus.

**Abilities** – Must have knowledge of spreadsheet and word processing applications. Ten-key skills required. The ability to follow instructions accurately is required. Must have good written and verbal communication skills.

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#### **VI. Essential Functions**

- Must be able to sit at a desk for extended periods and have finger dexterity to operate office equipment.
- Must possess ability to read and write in order to complete required paperwork.
- Must be able to 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.
- Must be able to perform multiple tasks concurrently.

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Employee's Signature

Date