



100 KAWI PLACE, WILLITS, CA

PHONE: 707 459-7330

JOB TITLE: Chief Financial Officer
DEPARTMENT: Administration
CLASSIFICATION: Exempt
SALARY LEVEL: D.O.E
SHIFT: Days - 40 hrs/wk
LOCATION: Sherwood Valley Rancheria Casino
REPORTS TO: General Manager/ Tribal Council

Scope of work: Exercises management responsibility for all activities of the Accounting/Finance Department. Activities include direct hands-on oversight of audit, accounting, general ledger, reporting, payroll, purchasing, cashiering, and count room operations. Responsible for the company's overall operating and capital budgets, internal control policies, insurance and risk management programs, and relationships with financial institutions, casino's compliance with provisions of the State Compact, NIGC, Tribal ordinances, Gaming Commission regulations, cash transactions reporting, and IRS withholding and reporting requirements.

Duties and responsibilities:

Include but are not limited to the following:

- Responsible for all financial systems and processes including preparation of weekly, monthly, and annual financial reports.
- Directs the efforts of purchasing, warehousing, Financial accounting/reporting and income control.
- Coordination with and preparation of required information for internal and external audits.
- Ensure compliance to Tribal/State compact, requirements of the Tribal Gaming Commission and Internal Revenue Service in all matters relative to accounting controls and processes.
- Directs the annual and long range planning of the casino.
- Directs preparation of budgets and financial forecasts.
- Notifies Human Resources of personnel changes and department needs.
- Makes recommendation for hire or termination of all department employees.
- Performs related duties as assigned.

Knowledge and abilities:

- Confident, energetic self-starter who is independent and hands on.
- Must be able to obtain a gaming license. Must be able to pass a drug test. Must agree to random drug testing.
- Ability to inform, and communicate orally and in writing in diverse and challenging situations is required. Ability to process information effectively, to learn new materials and identify and define problems to make decisions is required.

- Must possess the ability to interact with fellow team members, demonstrating respect, tact, courtesy, objectivity and maturity to develop an effective and cooperative working relationship.
- Must have initiative, self-motivation, good communication skills and ability to operate in a team environment. Ability and willingness to attend additional training is required.
- Previous experience in gaming preferred. Slot system implementation, casino openings and or major additions.
- Excellent oral and written communication skills.

Qualifications:

- BS in Accounting is required, CPA a plus.
- Minimum of five years experience in accounting.
- Strong analytical, problem-solving, and interpersonal skills.
- Must not have any significant criminal history.
- Must sign a confidentiality agreement.
- Experience in compliance, gaming regulations, and internal controls.
- Extensive computer skills in word processing, database and spreadsheets (ability to understand complex worksheets, query and download database information to spreadsheet programs, create, maintain and update worksheets and document files and assure backup and recovery files)
- Thorough understanding of payroll functions including associated labor laws.
- Agree to refrain from all forms of gambling at the Sherwood Valley Rancheria Casino, except on approved days.
- Requires a valid California Driver's license, a dependable automobile and accredited automobile insurance.
- All applicants must be at least 18 years of age.

Work environment:

In the entertainment industry one may be subject to a fast pace work environment containing excessive **noise, smoke and stress.**

Indian Preference:

IN ACCORDANCE WITH TITLE VII OF THE 1964 CIVIL RIGHTS ACT, SECTION 701 (b) AND 703 (I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS.