



## Twenty-Nine Palms Enterprises Corporation Job Description

**Job Title:** Accounting Supervisor  
**Department:** Finance  
**Wage/Salary:** DOE  
**Reports To:** Director of Accounting  
**FLSA Status:** Exempt  
**Prepared By:** Jay Foreman  
**Prepared Date:** December 3, 2018  
**Approved/HR:** Rudy Rodriguez  
**Approved/CFO:** Marcia Martin  
**Approved Date:**

### **SUMMARY:**

Coordinate and supervise the monthly closing process and preparation of consolidated and individual property financial statements and the accounts payable function, by performing the following duties personally or through subordinates.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made if requested to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement: "We are here for the guest. Period."
- Supervise and support the day to day guidance, direction, and development of Accountants and Accounts Payable team members.
- Review all invoices for GL coding accuracy, appropriate supporting documentation and approval authority per current policies and procedures.
- Monitors daily banking activity and ensures compliance with any established guidelines.
- Compile, analyze and review financial information to prepare journal entries to general ledger accounts, documenting business transactions, and maintaining an accurate payable function.
- Compile, analyze and review general ledger account reconciliations to agree on sub-ledger detail with general ledger balance.
- Reviews fixed assets to ensure accurate accounting and identification in the general ledger, to include ensuring all fixed asset transactions occur in the proper period and that sub- ledger fixed asset system reconciles to general ledger.
- Oversee and support month end close process, to include the timely and accurate preparation of all periodic financial statements in accordance with generally accepted accounting principles

("GAAP") and governmental accounting standards ("GASB") that detail and summarize the Casino's business activity and financial position in areas of income, expenses, and earnings based on past, present, and/or expected operations.

- Initial preparation of monthly financial statements, and supporting schedules for presentation to Director of Accounting.
- Prepares internal management financial operations reports as required.
- Collect appropriate data and prepares federal, state, and local reports and tax returns.
- Prepare annual 1099 filing, ensuring compliance and accuracy of forms and electronic file, submitted in accordance with current IRS requirements.
- Conduct random Inventory audits for various Casino venues for the duo purpose of ensuring accurate physical counts are properly recorded, and that company guidelines are properly followed during the periodic physical inventory process.
- Interacts with external auditors as required.
- Maintain the integrity of accounting records by ensuring that staff complies with organizational accounting policies and procedures.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS).
- Present a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

#### **SUPERVISORY RESPONSIBILITIES:**

Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):**

- Bachelor's degree (B.A.) from four-year College or University, Accounting or related business major preferred.
- Three to five years related accounting experience; at least one year of supervisory experience.
- Must be highly proficient in all Microsoft Office applications (must be comfortable with advanced level applications in Excel and Access plus data query tools); preferred experience in other computer applications includes Bally's slot accounting system, Infinium, MMS and Kronos timekeeping (or similar industry applications).

**CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:**

- Must be able to pass background suitability investigation.
- Must obtain a Tribal Gaming License.
- Must provide proof of eligibility to work in the United States within 72 hours of employment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk or sit; talk or hear; use hands to finger, handle or feel, reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7 – day per week basis

**INDIAN PREFERENCE ACT:**

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

**I have read and understand all of the elements of the above Accounting Supervisor Job Description.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**