



Kla-Mo-Ya Casino, Corporation

34333 Hwy 97 N ♦ Chiloquin, OR 97624 ♦ 541.783.7529
www.klamoyacasino.com

BUSINESS ANALYST

INTRODUCTION:

The primary purpose of the Business Analyst is to gather data from various sources to provide the financial insights and models needed to implement growth initiatives within the company effectively. This will include, but not limited to, forecasting, operating/payroll costs, revenue, and Marketing programs.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Create advanced insights from data and build into easily interpreted visualizations for management.
2. Develop, execute, and maintain routine reporting and analysis to measure financial performance against company sales and margin objectives.
3. Supports, develops, and maintains effective communication and excellent relationships with internal customers ensuring their reporting requirements are identified and consistently met.
4. Accountable for financial modeling for reporting on Marketing programs.
5. Analyze processes and make recommendations for improvements to maximize performance and efficiencies via the use of technology.
6. Work directly with the CFO on the annual budgeting process which will require development of reporting and coordination with departments.
7. Development of staffing and scheduling based on Key Volume Indicators (KVI) and presentation of information to departments with areas for improvement.
8. Work as a team player and always maintain a courteous and professional attitude in order to insure a smooth and consistent level of efficient customer service.
9. Follow internal rules, regulations, policies and procedures set forth by Department Management.
10. Other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to produce high-quality reports with consistency, accuracy, and completeness.
- Ability to listen effectively, process information, ask appropriate questions for clarification, and execute tasks accordingly.
- Ability to anticipate situations, tools needed, and obstacles through critical thinking and data review.
- Ability to function effectively under the pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing workload.
- Ability to self-manage while consistently exercising good judgment and maturity.
- Strong research and business writing skills required.
- Must have initiative and strive for continuous improvement. Proven ability in implementing innovative ideas or business solutions.
- Knowledge of basic audit and accounting principles and practices.
- Ability to learn gaming industry and rules and regulations.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.

SUPERVISORY CONTROLS:

The Business Analyst works under the direct supervision of the Chief Financial Officer and General Manager, who provides general instructions. The CFO/GM makes assignments involving familiar concepts regarding objectives to be achieved. The Business Analyst plans and carries out the successive steps of the work assignments and independently handles deviations in the work assignments in accordance with instructions, policies, previous training, and/or accepted practices within various established department procedures. Major or new issues are referred to the CFO/GM, who is available to advise and assist in unusual or unprecedented situations.



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QUALIFICATIONS, EXPERIENCE AND EDUCATION

- One (1) to Three (3) years of experience in analytical reporting including development, data mining, and data analysis, experience with financial analysis is preferred. **PREFERRED**
- Must possess High School Diploma or Equivalent. **REQUIRED**
- Bachelors' Degree in Marketing, Business, Finance, or a related field. **PREFERRED**
- Advanced knowledge of Microsoft Excel including vlookup, pivot tables, conditional formatting, and other advanced calculations/functions. **REQUIRED**
- Experience with the following is preferred but not required: UKG/Kronos, Tableau, Aristocrat Oasis, Micros, Sage Intacct **PREFERRED**
- General knowledge of SQL and BI development. **PREFERRED**
- Experience with Continuous Improvement programs. **PREFERRED**
- Willingness to work irregular work schedules, which might include weekends. **REQUIRED**
- Dependability and reliability. **REQUIRED**
- Must submit to and clear an Alcohol/Drug Screen. **REQUIRED**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission. **REQUIRED**
- Non-Indians must be at least twenty-one (21) years of age. **REQUIRED**
- Enrolled Indians who are at least eighteen (18) years of age. **REQUIRED**
- Indian Preference will apply.