



Kla-Mo-Ya Casino, Corporation

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

CHIEF FINANCIAL OFFICER

- REPORTING TO:** General Manager
- CLASSIFICATION:** Management, Exempt, Regular, Full Time
- SECURITY CLEARANCE:** CLASS III
- BENEFITS:** Eligible to receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.

INTRODUCTION

The Chief Financial Officer is responsible for strategic and financial planning and analysis integrated financial performance reporting and monitoring, financial strategy development and implementation and cost management. The Chief Financial Officer is also responsible for the direct supervision of the Cage Manager, Soft Count Supervisor, Chief Accountant/ Controller, Revenue Auditor Supervisor and the Lead Drop Team Member.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for assisting Department Manager/Supervisors in developing, implementing, and enforcing rules, regulations, procedures, and policies within the Accounting, Auditing, Cage, Drop Team, and Soft Count departments.
2. Ensure compliance with company standards and gaming regulations.
3. Monitor financial policy to ensure the ongoing success for the Tribal venture and presents appropriate financial reports to the Kla-Mo-Ya Casino Corp. General Manager and Tribal Counsel.
4. Responsible for the preparation and submission of an Annual Budget for the Tribal Counsel, GRC and Shareholders.
5. Review the monthly department financial and audit reports for accuracy.
6. Track, analyze, and prepare a report for the Kla-Mo-Ya Casino Corp. General Manager and Tribal Counsel., on a quarterly basis, regarding trends in revenue and expenses.
7. Conduct analysis for maximizing revenue, report regularly on the cash status of the company, and conduct cost of goods sold analysis to track performance of various departments within the Casino and Hotel.
8. Investigate, document, and resolve audit findings.
9. Provide direct supervision for those positions involved in the Cage, Soft Count, Drop Team, Auditing, and Accounting Departments. Supervisory duties include the following: assign, coordinate, review work, establish schedules and priorities, as required to accomplish work load; arrange for or provide orientation and training of Cage, Soft Count, Drop Team, Auditing, and Accounting Managers/Supervisors; evaluate work in progress and discuss problem areas; recommend personnel status changes, evaluate employee performance, approve leave, identify and recommend disciplinary actions, etc.
10. Provide Guidance to other staff in detecting reoccurring problem areas within the overall accounting systems.
11. Ensure compliance with required policies, procedures, rules, regulations, and internal controls within the Cage, Soft Count, Drop Team, Auditing, and Accounting departments.



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12. Maintains appropriate long-term balance in bank accounts and makes telephone transfers as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

- Professional knowledge of Casino accounting management concepts, principles, and practices applicable to the full range of duties and activities. This includes but is not limited to personnel, finance, property, and records management systems.
- Knowledge of budget process, with ability to compile, monitor, analyze and prepare reports.
- Knowledge of audit process in a fund accounting environment and ability to complete audit schedules, such as account analysis and reconciliation.
- Must possess computer skills with the ability to operate Microsoft Office.
- Possess good public and interpersonal relationship skills and the ability to establish cooperative linkages among employees to assist in resolving interpersonal misunderstandings, conflicts, etc.
- Ability to provide direct supervision to employees working under stress, high volume workload.
- Ability to function effectively under pressure of time and/or demands of several tasks at once by organizing and prioritizing workload.
- Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.

ADDITIONAL & COVID-19 MITIGATION DUTIES

1. Adheres to Casino standards for guest service and confidentiality.
2. Refers guest problems or complaints to appropriate supervisors according to Casino policies.
3. Reports and documents any observed or known safety hazard, conditions or unsafe practices and procedures to management immediately
4. Manages accounting office COVID mitigation and sanitation including, counters, desk, coffee stations, and all other touch surfaces.
5. Manages availability and use of appropriate PPE requirements for Accounting Office employees including mask, and COVID stringent cleaning supplies.
6. Assist with the development of COVID mitigation related accounting processes and procedures.
7. Performs other job-related duties as directed.

SUPERVISORY CONTROLS:

Work is performed under the direct supervision of the Kla-Mo-Ya Casino Corp. General Manager who provides general instructions. Work is assigned in terms of functional/corporation objectives. The supervisor assists with unusual situations that do not have clear precedents or when clarification or interpretation of policies/regulations are in question.

New assignments are provided in detail, as well as any changes in procedures. Major or new issues are referred to the supervisor who is available for advice and assistance in unusual or unprecedented situations. After the initial training, work may be performed independently. Work is spot checked for accuracy, adequacy, timeliness and compliance with applicable rules, regulations and policies.



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QUALIFICATIONS, EXPERIENCE AND EDUCATION

- Bachelor's Degree in Accounting or related field. **REQUIRED, CPA, PREFERRED**
- Five (5) years related work experience in the accounting field; experience must show demonstrated ability and knowledge of accounting methods and functions in a casino environment. **REQUIRED**
- Computer skills and ability to operate spreadsheet applications. **REQUIRED**
- Working knowledge of MAS 2000 system. **PREFERRED**
- Two (2) years supervisory experience. **REQUIRED**
- Must submit to and clear an Alcohol/Drug Screen. **REQUIRED**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission. **REQUIRED**
- Must be at least twenty-one (21) years of age. **REQUIRED**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission. **REQUIRED**
- Indian Preference will apply.