



POSTED: May 18th, 2026 DEADLINE: Until Filled

JOB DESCRIPTION

POSITION: Accountant
DEPARTMENT: Accounting
LOCATION: Resort
SUPERVISOR: Controller
EMPLOYMENT: Full-Time
PAY RATE: \$24.00 - \$36.80/Hour (Non-Exempt)
LICENSE STATUS: Key-Employee

DESCRIPTION:

The accountant is responsible for executing a variety of accounting procedures including but not limited to month-end and year-end closings, accounts payable and receivable, fixed assets, bank reconciliations and general ledger entries.

RESPONSIBILITIES:

- Provide excellent Guest Service to all guests, internal and external, through active guest engagement and positive attitude.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Accounting Department Policy and Procedure Manual.
- Demonstrate strong attention to detail to keep information accurate and organized.
- Prepare and submit journal entries for month-end and year-end close out.

- Perform assigned balance sheet account reconciliations monthly.
- Reconcile Tribal receivables on a monthly basis, prepare invoices and supporting documentation to submit to Tribal accounting for payment.
- Reconcile other special events to ensure all transactions are properly recorded.
- Record the cost of newly-acquired fixed assets, track existing fixed assets, record depreciation and appropriately dispose of fixed assets.
- Conduct periodic physical counts of fixed assets.
- Submit banking related journal entries for review and approval to ensure timely bank reconciliations are performed.
- Prepare financial reports and analysis as requested.
- Assist with year-end external audit and other special projects as assigned.
- Assist other accounting personnel as needed.
- All other duties assigned.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and trainings facilitated by Management.

MINIMUM QUALIFICATIONS:

- Must have a High School diploma or G.E.D.
- One year of specialized training beyond high school, 10-key by touch, with six hours of accounting or equivalent.
- Knowledge of accounting software.
- Knowledge of modern practices, procedures, and management principles.
- Ability to work beyond scheduled hours when required.
- Detail-oriented with skills in proofreading materials and data entry to ensure accuracy on various reports.
- Effective keyboarding skills and knowledge of related software.
- Ability to provide accurate information or assistance to management or other accounting department staff in a timely and courteous manner.
- Ability to independently identify and undertake additional tasks to be accomplished.
- Ability to effectively communicate with employees at all levels of organization.
- Knowledge of generally accepted accounting principles (GAAP).
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

PREFERRED QUALIFICATIONS:

- Two to four years of accounting experience which may include accounts payable or receivable, fixed assets, bank reconciliations or book closing procedures.
- 5 years Casino accounting experience.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at

any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

Date Approved by LVD Gaming Commission: 05/16/2023.

Date Approved by the Public Enterprise Finance Commission (PEFC): 12/30/2025.

Northern Waters Casino Resort

P.O. Box 129, N5384 US 45

Watersmeet MI, 49969

Email: hr@lvdcasino.com

Website: <http://www.lvdcasino.com/Content/Careers.cfm>

Phone: 906-358-4226 Ext. 7318

Fax: 906-358-4913

Signed: _____ Date: _____