



11. Assist in financial audit preparation and coordination.
12. Ensure accurate and appropriate recording and analysis of revenues and expenses.
13. Prepare monthly balance sheet schedules.
14. Maintain inventory records and monitor transactions.
15. Assist Finance Manager and Chief Financial Officer in journal entry supporting paperwork, bank reconciliation, financial report and budget comparison report preparation and distribution.
16. Prepare all payroll tax filings.
17. Identify variations, fluctuations and deviations; provide assistance in the investigation of these items and report findings to Finance Manager.
18. Document procedures and maintain internal accounting standards.
19. Strictly adhere to the confidentiality requirements of the Finance Division.

**QUALIFICATIONS:**

1. North Star Mohican Casino Resort is looking for a courteous and friendly individual.
2. Proficient with Excel and be attentive to detail.
3. Must possess excellent communication skills.
4. Familiarity with Great Plains software is a plus.
5. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

**PHYSICAL REQUIREMENTS/WORK ENVIROMENT:**

1. Constant hand movements (repetitive motions: grasping, holding, use of finger dexterity).  
Required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.
2. Constant walking and standing which may include kneeling, crouching, reaching and bending.
3. Occasional pushing/pulling, lifting and/or moving up to sixty (60) pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception and the ability to adjust and focus.
5. Work is generally performed in a casino setting with a higher noise level and where cigarette smoke is prevalent.
6. Work environment is **NOT** smoke, noise or dust free.

**Note:** Applicant must include resume with employment application.

**SUBMIT APPLICATION TO:**

Human Resource Department  
North Star Mohican Casino Resort  
W12180 County Road A  
Bowler, WI 54416 or Email completed application to: [jobs@northstarcasinosort.com](mailto:jobs@northstarcasinosort.com)  
Or Fax completed application to (715)787-4113

**THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL-OPPORTUNITY EMPLOYER; EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT PREFERENCE ORDINANCE.**

**WE ARE A DRUG-FREE EMPLOYER. CANDIDATES MUST PASS A DRUG SCREEN AND REMAIN DRUG FREE**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**