



POSTED: April 8th, 2021

DEADLINE: UNTIL FILLED

JOB DESCRIPTION

POSITION: Compliance and Analysis Administrator

DEPARTMENT: Accounting

SUPERVISOR: Director of Finance

LOCATION: Resort

EMPLOYMENT: Full-Time

SALARY/PAY RATE: \$60,000-\$70,000 Annually D.O.E.

DESCRIPTION:

Responsible for developing, interpreting and implementing complex financial and analytical concepts or techniques for financial planning and control. Will also assist leadership with the interpretation, evaluation and interrelationship of research data and generated integrated business analysis and projections to facilitate decision-making.

RESPONSIBILITIES:

- Maintains a working knowledge of casino operations and relevant gaming issues, regulations, and minimum internal controls.
- Uses advanced mathematical and statistical concepts and theories, develops complex financial statistical models, conducts special studies to analyze financial actions and prepares recommendation for policy, procedure, control or action.
- Performs financial, market, operational and related research to support strategic and business planning within the department as directed by the Director of Finance.
- Prepares monthly statistical reports of the performance of revenue centers, reviewing P&L statements, and reporting on and tracking department-specific key performance indicators (KPIs).

- Researches, documents, analyzes, and reports all relevant financial information regarding the operation of these business units.
- Partners with operating department leadership to develop, evaluate and revise methodologies for measuring and forecasting performance.
- Prepares annual revenue expense forecasts for business units, and projects the expected performance of specific KPIs as defined by the strategies and goals determined by executive leadership.
- Plan, develop, implement, and monitor the organization's Title 31 Anti-Money Laundering Compliance Program to include but not limited to risk assessments.
- Prepares monthly, quarterly, and annual reports; maintains proper documentation to conform with record-keeping requirements of Resort.
- Acts as the designated BSA compliance officer.
- All other duties as directed by the General Manager or Director of Finance.

MINIMUM QUALIFICATIONS:

- Must have a High School Diploma, or GED
- Must pass background checks and other pre-employment screenings.
- Bachelor's Degree in Business, Economics, Finance, Accounting or Mathematics.
- Minimum (5) years of related Casino experience.
- Equivalent combination of education and relevant experience may be considered in lieu of minimum educational/experience requirements indicated above.
- Advanced proficiency in Microsoft Word, Excel, and PowerPoint.
- Experience creating and maintaining complex financial statistical models.
- Experience working with relational databases and enterprise reporting tools.
- Experience performing management analysis in large-scale organizations.

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.

OUR MISSION

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean, and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

Date Approved by the Public Enterprise Finance Commission (PEFC): 03/30/2021

Northern Waters Casino Resort

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