



Closing Date: Open Until Filled

WIND CREEK HOSPITALITY – Wind Creek Wetumpka-Wetumpka, AL
STAFF ACCOUNTANT I – (1) Full-Time Position
SHIFT: 8am-5pm (Shift subject to change based on business needs)

Job Overview:

The Staff Accountant I position performs a variety of accounting activities in support of the Accounting department. The job duties require general knowledge of accounting concepts and practices.

In general, work involves checking/matching/researching data and verifying accuracy of accounting documents to process, record, balance, or reconcile transactions, data input/output in accordance to generally accepted accounting principles, internal guidelines, and policy and procedures.

Purpose:

Our genuine engagement and positive energy provide guests an escape from their routine into our exciting fantasy world of fun, chance, and possibility, where everyone feels a sense of belonging and importance.

Value System:

Our enthusiastic commitment to our purpose inspires and empowers us to do everything right, have fun, and be the best. We will be recognized fairly, elevating our levels of personal accountability, and focus on our customer. The resulting creation of wealth will grow opportunities for all.

Duties and Responsibilities:

- Enters approved data in accounting system(s) to process transactions in a timely, comprehensive manner following document procedures and proper internal control practices that results in a complete and evident audit trail
- Prepares various reconciliations of accounts and journal entries related to such accounts
- Prepares adjusting journal entries to accurately close the monthly fiscal period in accordance to generally accepted accounting principles
- Questions/validates data provided, gathers additional information, requests clarification/backup documentation, corrects inaccuracies to address other needs/issues prior (or subsequent) to the initiation of processing activities
- Reviews data to ensure accuracy and minimize exposure by following departmental procedures
- Maintains positive internal customer relationships by providing prompt and appropriate responses to inquiries, issues, and concerns when appropriate
- Ensures compliance with local, state, and federal regulatory requirements
- Keeps supervisor informed of non-routine issues and refers matters outside assigned scope of authority to appropriate individuals
- Possesses the ability to be self-directed while exercising judgment and discretion in completing assignments
- Maintains strictest confidentiality of data
- Other duties and responsibilities as assigned



Closing Date: Open Until Filled

**WIND CREEK HOSPITALITY – Wind Creek Wetumpka-Wetumpka, AL
STAFF ACCOUNTANT I – (1) Full-Time Position**

SHIFT: 8am-5pm (Shift subject to change based on business needs)

Job Requirements: (please ensure you meet the listed requirements prior to applying)

- High School diploma or GED required or currently enrolled and successfully complete a GED program within 6 months from start date as a condition of continued employment
- Bachelor's Degree in Accounting or enrolled in a four-year program to obtain an accounting degree. Passing grade in Intermediate Accounting I and II- **required**
- Experience with accounting systems- **required**
- Intermediate knowledge of Microsoft Excel- **required**; Proficient in Microsoft Word and Outlook
- An accounting skill test will be administered and a passing score of 70% for this position (external candidates only)- **required**
- Microsoft Great Plains experience- **preferred**
- Experience in accounting practices such as the proofing and balancing of accounts, transactions and/or data entry
- Must be proficient and accurate in operating a 10-Key calculator and in accurately and efficiently typing on a computer keyboard
- Ability to carry out instructions furnished in written, verbal, or diagram form
- Must be able to sit for long periods of time and view information displayed on a computer screen
- Must be able to bend, reach, kneel, twist and grip items while working at assigned desk area
- Must be able to get along well with all levels of the organization and excel in a team oriented environment.
- Willing and able to work odd or irregular hours including nights, weekends, and holidays
- Willing to travel and participate in training as recommended or **required**
- Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position
- Must have willingness and ability to work in a smoke/secondary smoke environment

NATIVE AMERICAN INDIAN PREFERENCE IN HIRING POLICY SHALL BE ADHERED TO AT ALL TIMES.

On-line applications are accepted at <http://www.windcreekhospitality.com/Careers>. For internal employees please submit your Internal Job Posting Form to your property's Human Resources office.

Complaints about the recruitment or selection process for employment should be directed in writing to office of the President and CEO of Wind Creek Hospitality.