



**MOHAWK  
BINGO  
PALACE**

**AKWESASNE  
MOHAWK  
CASINO**

**PHONE: (518)-358-2246  
FAX: (518)-358-4016  
P.O. BOX 720, AKWESASNE, NY 13655**

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### **Job Posting**

**Enterprise:** Mohawk Bingo Palace  
**Position:** Senior Financial Accountant (**Internal & External**)  
**Department:** Finance  
**Reports to:** General Manager  
**FLSA Status:** Exempt (Salary)  
**DATE:** Wednesday December 7, 2011  
**CLOSING DATE:** Open until position is filled

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**SUMMARY:** Located in New York's North Country, The Mohawk Bingo Palace is one of two gaming enterprises under the St Regis Mohawk Tribe. The St. Regis Mohawk, or Akwesasronon, are presently situated on over 30,000 acres of tribal land extending from New York into Quebec and Ontario.

The Tribe's gaming enterprises are just two of over 120 tribally registered businesses and one of the largest employers not only of the local community but of Northern New York as a whole. All revenue generated is generously donated back into the community at large.

The St. Regis Mohawk tribal culture adds a richness and diversity to Northern New York with their history and current influence. To learn more, please visit the community web site at [www.srmt-nsn.gov](http://www.srmt-nsn.gov)

**SUMMARY OF POSITION:** Ensures accounting records are prepared in accordance with Generally Accepted Accounting Principles, and in compliance with established regulations and policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Exhibits a friendly, helpful and courteous manner when dealing with our guests and fellow associates.
- Assist Finance Manager in a supporting role.
- Process daily and month-end journal entries.
- Prepares and assists with General Ledger accounts analysis and reconciliation.
- Assists in preparing month-end financial reports including income statements, balance sheet, cash flow, and statistical reports.
- Verifies month-end financial reports reconcile to trial balance.
- Prepares reports as assigned for General Manager, Tribal Council, and LLC Boards.
- Assist with internal audits and external audits.
- Assist with answers to questions concerning accounting and financial reports.
- Provides research to departments as needed.
- Assists with providing information and reports for forecasting and budget preparation.
- Prepare special reports and lead or assist in projects as needed.
- Duties will include clerical, data entry, and filing.
- Works with Akwesasne Mohawk Casino towards consistency in financial accounting and reporting format, and processes.
- Adhere to regulatory, departmental, and company policies in an ethical manner.
- Other duties as assigned by the General Manager.

**EDUCATION and/or EXPERIENCE:** : Bachelor's degree (B. A.) in Accounting or Finance from four-year college or university; or six years related experience ; or equivalent combination of education and experience. Extensive knowledge of accounting software, (e.g. MAS 90, excel, word, FRX, report writer, etc.) and computer literate. **Gaming Experience Preferred.**

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must obtain and maintain a Class II St. Regis Mohawk Tribal Gaming License and New York State Certifications Class III license. Shared Services with Akwesasne Mohawk Casino.

**“The Mohawk Bingo Palace is an Equal Employment Opportunity Employer.”**

Native preference in filling this position. Applicants not entitled to preference will receive consideration without discrimination based on age, sex, disability or national origin.

Current Associates must complete a request for **transfer with the HR department**. All applicants must be at least 18 years of age to obtain and maintain a Class II St. Regis Mohawk Tribal Gaming License and Class III New York State Certification. All interested applicants are to submit a applications/resumes are to be sent to Brandi King.

Brandi King

[Mohawk Bingo Palace](#)

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