



# FIRST HOSPITALITY GROUP

## JOB DESCRIPTION

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**JOB TITLE:** Staff Accountant

**FLSA STATUS:** Exempt

**DEPARTMENT:** Operations

**DATE:** March 4, 2019

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**POSITION SUMMARY:**

The Accountant is responsible for analyzing financial information and preparing financial reports to determine or maintain records of assets, liabilities, profit and loss, tax liability or other financial activities within an organization, as well as regulatory filing requirements and the maintenance of appropriate files related thereto.

**SUPERVISION:**

Reports to and works under the general direction of the GM and Senior Accountant of Operating Businesses.

**ESSENTIAL FUNCTIONS:**

*The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

- 1) Responsible for Balance Sheet account reconciliations and journal entries.
- 2) Creating budgets.
- 3) Monthly/quarterly/yearly close process.
- 4) Properly records and classifies financial transactions for financial reporting.
- 5) Prepares balance sheet accounts reconciliations and analysis.
- 6) Prepares journal entries, reconciliations and oversees accounts payable and accounts receivable functions.
- 7) Assists controller and/or managers in any research of journal entries.
- 8) Answers account reconciliation questions.
- 9) Prepares and reconciles deposits.
- 10) Develops and implements best practices in all areas of financial reporting.
- 11) Participates in the monthly verification of payroll and reporting from outside operating businesses.
- 12) Evaluate the financial aspects such as budgets, expenditures and return-on-investment and profit-loss projections.
- 13) Maintains knowledge of and ensures full compliance of accounting functions with laws (federal, and state) and regulations, as well as the organizations internal controls, policies, and procedures.

## **RECOMMENDED MINIMUM QUALIFICATIONS:**

### **Education and Experience**

A Bachelor's degree in Accounting or Finance. Five years of accounting or related experience, preferably in the hospitality industry.

A thorough background investigation, including personal and professional references, criminal background and motor vehicle review will be conducted prior to offer of employment. Must be able to successfully pass a pre-employment drug/alcohol screen following a conditional offer of employment. A valid state motor vehicle operator's license with a clean driving record is required.

### **Knowledge, Skills and Abilities**

A candidate for this position should have thorough knowledge of the following:

- Intermediate knowledge of Microsoft Excel/Word/Outlook/Access and 10-key.
- ADP, QuickBooks and Sage accounting experience a plus.
- Accounting principles and practices.
- Banking and the analysis of the reporting of financial data.
- Mathematics – arithmetic, algebra, calculus, statistics and their applications.
- Administrative and clerical procedures and systems.
- File and record management.

### **Skill in:**

- Clear communications, written and oral.
- Critical thinking and using logic and reasoning to create alternative solutions and approach problems.
- Accounting software such as QuickBooks, Premier or Sage Accounting.
- Query software for pulling reports.
- Tax preparation.

### **And ability to:**

- Be an organized self-starter, but also work in a collaborative environment.
- Meet and handle daily deadlines as required.
- Detail oriented, good time management with the ability to multi-task.
- Speak effectively and deliver information in a one-on-one and small group situation to guests and other team members.
- Apply commonsense understanding to carry out detailed but uninvolved written or oral instructions.
- Exhibit strong problem solving and decision-making skills
- Maintain discretion and strict confidentiality of classified information.
- Adapt to fast-paced environments where multi-tasking and attention to detail are crucial
- Work varied shifts and hours related to customer and travel requirements in the state of Illinois.
- Comply with internal controls, policies and procedures as they pertain to this position.
- Maintain organization, meet deadlines, possesses integrity, confidentiality, and discretion in handling confidential information.
- Interact well with both internal and external customers.
- Establish and maintain effective working relationships.
- Maintain a positive attitude and professional demeanor.

**WORKING CONDITIONS:**

The physical demands described herein are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the working conditions for this position are performed mostly in gaming office settings, the employee is occasionally required to walk, stand, stoop, kneel, crouch, crawl and climb or balance; speak and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; repetitive arm, hand and eye movements are included. There is some kneeling, squatting, crawling, climbing, reaching, wrist turning and grasping. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Employee is required to use cognitive ability to reason, analyze and verbalize thoughts and ideas. The noise level in the office environment is usually moderate. The employee may, on occasion, be exposed to extreme heat and/or cold, wet and/or humid conditions, airborne particles and risk of electric shock. The employee occasionally works near moving mechanical parts. The employee may have to travel outside of the office environment to gaming establishments to accomplish specific duties.

The team member is occasionally required to lift, carry, push or pull objects, up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

Attendance is required for a minimum 45-hour work week, which consists of five 9-hour days. May be requested to attend night meetings as necessary.

**TOOLS & EQUIPMENT USED:**

Machinery and equipment including personal computer, and other machines, servers, phones, fax machines, printers, copiers, scanners and making multiple, complex and rapid adjustments. Other equipment includes general office equipment, ten (10) key calculator, cellular communications equipment, tape measure, flashlight, testing equipment, camera, paper cutter, paper punch, tape recorder, multi-level file cabinets, light mechanical equipment. Automotive vehicle and job-specific equipment as required by assignment.

**DISCLAIMER:**

*The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*First Midwest Group is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, First Midwest Group will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**REVIEW/APPROVALS:**

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Employee

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Date

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Supervisor

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Date

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Human Resources

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Date