



# ACCOUNTING MANAGER

Determines cash requirements for daily funding and disbursement needs, reviews receipts and disbursements to determine cash position. Prepares requisitions for retrieving operating funds, performs wire transfers as needed. Compiles and analyzes daily financial information to prepare entries, such as general ledger accounts, documenting business transactions. Monitors company operating budget and interacts with Controller and CFO regarding budget variances. Prepares daily accounting entries and posts to general ledger system month-end financial statements and reports. Prepares month end accrual entries, monitors accruals for accuracy and prepares schedules for accrual accounts. Provides information regarding accounting policies, procedures and internal controls to employees as needed. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out responsibilities in accordance with the organization's policies and applicable laws.

Other duties as assigned.

REQUIREMENTS: Minimum 21 years of age.

QUALIFICATIONS: Bachelor's Degree from a four-year college or university is required. Must have strong computer experience, including spreadsheet applications and knowledge of financial, general ledger, and daily journal entries. Must know 10-key by touch. Must possess excellent organization, analytical, written, verbal, and detail oriented skills.

## To Apply:

Complete a Rolling Hills Application and return direct to  
Rolling Hills Casino, HR Department  
2655 Barham Avenue, Corning, CA

For More Information, Please Visit Our Job Hotline at  
530-528-3590.