



## Lower Elwha Klallam Tribe Job Description Casino General Manager

**Overview:** The Casino General Manager is responsible for planning, organizing and directing the overall activities of the Casino including budgeting and financial planning, accounting, recording of financial results, disbursements, and collections, purchasing and supply management of materials and equipment, supervision of Casino Personnel, and development of departmental policies and procedures, develop long-range planning and reviews departmental budgets and plans, reviews gaming reports and financial statements.

**Position Status:** Exempt, Full-time w/Benefits      **Salary Level:** DOQ  
**Supervised by:** Chief Executive Officer  
**Work Schedule:** Flexible Schedules      **Work Location:** Tribal Casino

### **Essential Functions of Job:**

- Responsible for planning, organizing and directing the overall activities of the Casino, which includes budgeting and financial planning, accounting, recording of financial results, disbursements and collections, purchasing and supply management of materials and equipment.
- Supervision of Casino personnel.
- Development of departmental policies, procedures, controls and directives to affect efficiencies for the attainment of Tribe's objective and goals while safeguarding all assets relative to the Gaming Operation.
- Develop long-range planning and reviews departmental budgets and plans, reviews gaming reports and financial statements.
- Assume authority to implement all Internal Controls.
- Prepares periodic reports to/for management as necessary or requested by the Tribal Gaming Commission (TGC).
- Acts as the principle spokesperson for the Casino.
- Informs the Public Enterprise of any significant problems jeopardizing the achievement of objectives on line management level.
- Trains and supervises casino management and department supervisors.
- Assures positive employee relations and maximum Guest Service satisfaction to our guests.
- Assures Drug testing policies and procedures are followed.
- Due to changes and modifications in job modifications in job time-to-time, we require employees to be flexible and assume other responsibilities/duties as assigned by PE and FC.
- Provide monthly/yearly financial report to CEO and Business Committee.
- Performs other duties as requested.

### **Minimum Qualifications:**

- Bachelor's degree in Business Administration and Management (MBA desired) and /or 5 years experience in Native American Casino Management, or seven years of progressively responsible work in the Gaming Industry Management, or 7 years of progressively responsible work in the Gaming Industry Management field, or any appropriate combination of education and experience.
- Must have a strong understanding of financial report preparation, detailed examination of profit and loss statements, and ability to create detailed reports on expenditures and funding.
- Must have knowledge of minimum internal controls standards as established by National Indian Gaming Commission.

- Must have basic knowledge related to Human Relations practices and dealing with personnel on a daily basis.
- An understanding of the mentor system to motivate and manage people demonstrated ethical leadership and professionalism, extensive experience in planning development, and organization.
- Available to travel, available to work weekends, holidays and extended hours.

**Knowledge, Skills and Abilities:**

- Knowledge of generally accepted accounting principles and practices.
- Having the basic knowledge and understanding of how surveillance and security systems operate.
- Knowledge of the methods and procedures used in collecting, analyzing, interpreting and reporting data.
- Knowledge of federal and tribal regulations governing a Tribal Casino.
- Skill in problem analysis and resolution.
- Ability to monitor and maintain multiple budgets.
- Ability to effectively communicate with others.
- Having strong oral and writing communication skills.

**Physical Requirements:**

- Moderate lifting, occasionally 15-40 pounds
- Must be able to work at a desk 8 hours a day or more as needed
- Must be capable of occasionally driving up to 8 hours in a single day

**Other Requirements:**

- Must have UA testing prior to employment
- Must be able to pass background check, with NO prior convictions of any felonies
- Must be able to comply with the Lower Elwha Klallam Tribe Drug Free Workplace policies.
- Must possess a Washington State driver's license within 30 days of employment.
- Must have fingerprinting completed prior to employment.

*\*As with all positions of the Lower Elwha Klallam Tribe, this position is Indian Preference in hiring, in accordance with P.L. 93-638*

**OPENING DATE:** May 10, 2011  
**CLOSING DATE:** May 24, 2011 (Closing date may be extended)  
**CONTACT:** Human Resource Department  
 2851 Lower Elwha Road  
 Port Angeles, WA 98363  
 (360) 452-8471 Ext. 103  
*or email to:*

[sandra.johnson@elwha.nsn.us](mailto:sandra.johnson@elwha.nsn.us)

*Updated May 10, 2011*