

HOLLYWOOD PARK CASINO

JOB DESCRIPTION

TITLE OF POSITION: Accounting Clerk	DEPARTMENT: Accounting
REPORTS TO: Accounting Manager	DATE: January 2017

POSITION SUMMARY:

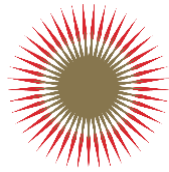
Performs Cage/Food and Beverage audits in accordance with company policies and procedures on a daily basis and to provide other general support to the Accounting Department as assigned. Perform all duties assigned in accordance with all applicable legal regulations and requirements, presenting oneself as an asset to Hollywood Park Casino and encouraging others to do the same

MAJOR DUTIES AND RESPONSIBILITIES:

- Prepare all information related to W-2G's and 1099's for the company for filing
- Assist Accounts Payable Clerk upon request
- Research and resolve issues within the position
- Draft adjusting journal entries related to audits if required
- Maintain/update procedure manual related to the job position
- Attendance and punctuality are essential job functions of this position
- Strictly adhere to all HPC timekeeping rules and procedures
- Adhere to all department, Human Resources and Safety policies and procedures
- Perform all duties assigned by upper management within the chain of command including duties outside of the daily job responsibilities, upon request
- Adhere to all applicable federal, state and local laws and regulations

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Must be 21 years of age or older to apply
- Must be able to pass a background check and obtain a casino work permit prior to entering this position
- Must have employment eligibility in the U.S
- High School Diploma, or its equivalent, required; higher education preferred
- Accounting experience preferred (data entry by touch, office programs – excel and word, basic accounting procedures)
- Must possess a high regard for customer service and Team Member relations
- Ability to adapt well to the casino environment that involves large numbers of people as well as loud and continuous high noise levels.



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- Ability to establish and maintain effective working relationships with employees and guests
- Ability to work under pressure and attention to details and accuracy
- Duties for this position require moderate physical exertion, such as sitting/walking at will, standing/sitting for long periods, lifting/carrying objects weighing up to 15 lbs., pushing/pulling objects, crouching/kneeling, bending, reaching, close vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering equipment. Safety precautions must be used at all times to avoid injury to oneself and others

The above statements are intended to describe the general nature, level of work, and skills being performed by people assigned to this classification. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Furthermore, the above statements may be reviewed, changed and/or modified by management at any time, with or without notice to employees.

Acknowledgement:

I have read, understand, and will abide by the above Job Description. I am capable of fulfilling all of the essential duties and do not need an accommodation.

Print Full Name: _____ Employee ID: _____

Employee Signature: _____ Date: _____