



<b>Job title</b>	<b><i>Marketing/Financial Analyst, #22006</i></b>
<b>Reports to</b>	<b><i>Chief Financial Officer</i></b>

### **Job Purpose**

The position applies principles of finance and accounting to analyze past, present, and future financial operations with estimates on revenues and expenditures to assist in preparation of company budgets and financial statements. The position is responsible for analyzing records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred to project future revenues. All duties are to be performed within the guidelines of the ABE policies and procedures. The Marketing Financial Analyst is expected to serve as a public relations ambassador for all Acoma Business Enterprises and must be courteous and helpful to customers at all times. Other related duties may be directed by management.

### **Duties and Responsibilities**

- Coordinates, facilitates, monitors, and tracks financial goals and results.
- Compiles and analyzes financial information from all components of the organization and develops integrated revenue/expense analysis, projections, reports, budgets, and presentations.
- Collaborates with and coordinates all components of the organization to ensure consistent reporting and adherence to Minimum Internal Controls (MIC)/Tribal Internal Controls (TIC) reporting regulations and guidelines, and conformity with the ABE policies and procedures.
- Designs and communicates recommended quality plans and alternative solutions to improve overall financial objectives and operational performance.
- Prepares, analyzes, and presents budget reports with variances for all enterprises with proposed adjustments and recommendations.
- Compares and analyzes actual revenues and expenses with projected data on a daily, weekly, monthly, and yearly basis.
- Create, document, and analyze financial process improvements.
- Documents revenues and expenditures expected and submit to management.
- Advises management on matters such as effective use of resources and assumptions underlying budget forecasts. Extract and compile data from gaming system (KCMS) for marketing objectives, including data segmentation, mailing lists, promotions and special events.
- Assists in other projects and handles job tasks as deemed appropriate.
- Attends meetings as necessary.
- Meets attendance guidelines and adheres to regulatory, departmental and company policies.
- Must be socially perceptive, administer good to excellent judgement, and decision making abilities essential.
- Must be able to handle stressful situations, maintain composure and be able to prevent and/or handle emergency situations.
- Must be presentable when reporting to work, wearing appropriate clean and pressed uniform when applicable. Good personal hygiene required.

### **Minimum Qualifications**

#### **Education/Experience:**

- High School Diploma or Equivalent Required.

- Minimum three years of finance and/or accounting experience preferred.
- Minimum three years Indian Gaming Analytics experience preferred.
- Bachelors Degree in Finance or Marketing or related field preferred.
- Must be age 21 years of age or older per Gaming Regulations.

**Skills, Abilities, Knowledge and Other Qualifications:**

- Ability to obtain and maintain an Acoma Gaming License.
- Skill in customer service and ability to remain calm and cheerful in stressful situations.
- Skill in maintaining a friendly demeanor at all times and performs job requirements with a Smile, Eye Contact & Greeting.
- Skill in exhibiting good to excellent interpersonal skills and be able to communicate complex or unwelcome information courteously and helpfully to guests, co-workers, and management.
- Skill in computer literacy. Proficiency with Microsoft Office applications required.
- Skill in grammar, spelling, writing and editing techniques.
- Skill to effectively multitask and have strong written/oral communication.
- Skill in actively listening.
- Ability to work independently.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to work under pressure in a fast paced business environment.
- Ability to maintain confidentiality.
- Ability to work effectively with other department team members.
- Knowledge of general public safety and security regulations.

**Working conditions**

Working conditions will be in an interior, climate-controlled environment and may include exposure to moderate-to-heavy tobacco smoke and moderate-to-loud noise levels. Some exposure to outside weather conditions pending work assignments. The position requires working days/evenings including weekends, holidays and special event shifts. Work Schedule may vary (7/24/365).

**Physical requirements**

Physical requirements include standing and walking for long periods of time and use of whole body motion and strength throughout all properties. Must be able to lift up to 50 pounds and perform repetitive tasks requiring manual dexterity, speed and concentration. Requires the visual acuity and manual dexterity to read and write reports.

**Direct reports**

No Direct Reports

**Other**

Background Investigation: This position is subject to a background check through the Acoma Gaming office. Selected individuals must successfully complete and pass all requirements to qualify for position.

All Applicants must successfully pass a pre-employment drug screening prior to beginning employment and is subject to random drug testing during employment. Selected applicant may be required to obtain a COVID-19 test prior to beginning employment and may be subject to further testing.

**Acoma Business Enterprises** is committed to achieving full equal opportunity without discrimination based on race, religion, color, sex, national origin, politics, marital status, physical disability, age or sexual orientation.

*Acoma Business Enterprises (ABE) has implemented an Indian Preference Policy. It is the policy of Acoma Business Enterprises to give preference to any qualified person who is an enrolled Acoma Indian Tribal Member or non-Acoma tribal member of a federally-recognized Indian Tribe, pursuant to the Acoma Gaming Commission, Regulation 26 of the Acoma Gaming Regulations, Section 26.020. The application of Indian Preference is not automatic, an applicant must request for consideration for tribal preference. Applicants must provide tribal affiliation and registered census number. ABE is dedicated to policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientations, political belief or disability.*