



JOB DESCRIPTION

POSITION TITLE: GENERAL ACCOUNTS

REPORTING RELATIONSHIPS

ACCOUNTABLE TO: LAS CASAS GAMING INC.

REPORTS TO: ALAN HAROLD LAZADA
MARIA CELERINA GALLARDO III

ROLE OVERVIEW:

We are seeking a detail-oriented and experienced General Accountant to join our finance team in the dynamic and fast-paced gaming industry. The ideal candidate will be responsible for managing day-to-day accounting operations, ensuring accurate financial reporting, and supporting the financial health of the company. This role requires a strong understanding of accounting principles, excellent analytical skills, and the ability to thrive in a creative and evolving environment.

KEY RESPONSIBILITIES:

1. Financial Reporting:

- Prepare and maintain accurate financial statements, including balance sheets, income statements, and cash flow statements.
- Ensure compliance with GAAP (Generally Accepted Accounting Principles) and other regulatory requirements.
- Assist in the preparation of monthly, quarterly, and annual financial reports.

2. Accounts Payable and Receivable:

- Manage accounts payable and receivable functions, including invoicing, payment processing, and collections.
- Reconcile vendor statements and handle discrepancies.
- Monitor and follow up on overdue accounts.

3. General Ledger Maintenance:

- Maintain and reconcile general ledger accounts.
- Prepare and post journal entries.
- Conduct month-end and year-end close processes.

4. Budgeting and Forecasting:

- Assist in the preparation of annual budgets and financial forecasts.
- Monitor actual performance against budget and report variances.
- Provide financial analysis and recommendations to support business decisions.

5. Tax Compliance:

- Ensure compliance with local, state, and federal tax regulations.
- Prepare and file tax returns, including sales tax, VAT, and income tax.
- Liaise with external auditors and tax advisors.

6. Internal Controls:

- Develop and implement effective internal control procedures to safeguard company assets.
- Perform regular audits to ensure compliance with established controls and policies.
- Identify areas for process improvement and recommend corrective actions.



7. Financial Systems:

- Ensure the integrity and accuracy of financial data.
- Assist in system upgrades and implementations as needed.

8. Collaboration and Support:

- Work closely with other departments, including development, marketing, and HR, to support their financial needs.
- Provide financial guidance and training to non-financial staff.

QUALIFICATIONS AND SKILLS:

- Bachelor's degree in Accounting, Finance, or related field.
- CPA or equivalent certification is preferred but not required
- Minimum of 2-3 years of accounting experience, preferably in the gaming or entertainment industry.
- Strong knowledge of GAAP and financial reporting standards.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Effective communication and interpersonal skills.
- Knowledge of the gaming industry and its financial practices is a plus.

Prepared by:

Approved by:

STEPHANIE JANE GUIAS

LEO A. BARROSA

Legal, HR & Admin Assistant

President

Reviewed by:

Received by:

MARIA CELERINA GALLARDO III

Vice President for Operations

Employee