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## **JOB DESCRIPTION**

**POSITION TITLE:** GAMING FINANCE ANALYST

### **REPORTING RELATIONSHIPS**

**ACCOUNTABLE TO:** LAS CASAS GAMING INC.

**REPORTS TO:** MARIA CELERINA GALLARDO III / ALAN AZADA

### **ROLE OVERVIEW:**

We are looking for a Finance Analyst to focus on Revenue Management and to manage all financial transactions, from fund allocation and deployment, to wallet movements and token buy and sell, to token and all relevant data tracking for the company's gaming operations such as, but not limited to, token purchase and current value, adhering to the government mandates, PAGCOR framework, etc.

To be successful in this role, you should have previous experience with bookkeeping, auditing, understanding of token gains and losses (both realized and unrealized), and a flair for spotting numerical mistakes. Ultimately, you will provide us with accurate quantitative information on the company's financial position, liquidity, and cash flows of our business.

### **KEY RESPONSIBILITIES:**

- Responsible for the maintenance and completion of complex accounting activities, including compiling, analyzing, posting, and reporting complex financial information particularly on token movements in a timely and accurate manner.
- Ensure the proper tagging of transactions, and accurate reporting and modeling of financial data specifically relating to purchase and current values of token holdings and fund deployment.
- Accurate reporting of wallet movements.
- Ensures accuracy and completeness of Gaming Operations' Financial Statements, both on site and off site.
- Monitor financial performance and identify areas for improvement.
- Collaborate with other departments to identify areas for operational improvements to ensure cost effectiveness and efficiency.
- Prepares and distributes various financial reports and models on Gaming Operations for both on site and off site for Department Heads, Executives, Investors, including but not limited to 3<sup>rd</sup> parties like PAGCOR, Anti Money laundering Council and 3<sup>rd</sup> party auditors
- Develop and implement cost control and revenue management strategies to maximize profits and minimize expenses.
- Recommends effectiveness of investment allocation based on financial data and models presented and created by the same.
- Attends to any ad hoc tasks that may be assigned from time to time
- Responsible for taxation compliance, etc.
- Other tasks may be assigned



**QUALIFICATIONS AND SKILLS:**

- Bachelor's degree in accounting, business, finance, economics, or a related field.
- Accounting experience (at least 3years)
- Proficient personal computer skills
- Proficient financial analytical skills and ability to research variances.
- Preferably with previous experience establishing and automating financial processes
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal

**Prepared by:**

**Approved by:**

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**MARIA CELERINA GALLARDO III**

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**LEO A. BARROSA**

Vice President - Operations

President

(Signature over Printed Name / Date)

**Reviewed by:**

**Received by:**

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**ALAN AZADA**

Chief Finance Officer

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Employee

(Signature over Printed Name / Date)

(Signature over Printed Name / Date)