

Job Title: **Financial Analyst**
Department: Accounting
Reports To: Controller
FLSA Status:
Issued Date:
Revised Date: 2/21/2025
Approved By:
Approved Date:

SUMMARY:

We are seeking a motivated and detail-oriented Entry-Level Financial Analyst to join our dynamic team at Double Eagle Hotel & Casino. This role offers the opportunity to work in a fast-paced and exciting environment, supporting financial operations and strategic decision-making. The ideal candidate will have a strong analytical mindset, excellent communication skills, and a passion for the gaming and hospitality industry.

DUTIES AND RESPONSIBILITIES:

- Assist in the preparation and analysis of daily, weekly, and monthly financial reports, ensuring accuracy and timeliness.
- Monitor casino revenue streams, including gaming, food & beverage, hotel, and entertainment, to identify trends and opportunities.
- Support the budgeting and forecasting process by gathering data, creating financial models, and providing insights.
- Conduct variance analysis and explain deviations from budgeted figures.
- Collaborate with department managers to track financial performance and recommend improvements.
- Participate in internal audits and compliance reviews to ensure adherence to regulatory standards.
- Maintain financial databases and assist with the development of reporting tools to streamline operations.
- Prepare presentations and reports for senior management, highlighting key financial metrics and insights.

QUALIFICATION REQUIREMENTS:

1. Associate's degree or higher in Finance, Accounting, Economics, or a related field preferred. Level of experience and education will be taken into consideration.
2. Strong proficiency in Microsoft Excel and financial modeling.
3. Knowledge of accounting principles and financial analysis techniques.
4. Excellent organizational and problem-solving skills with a keen attention to detail.
5. Ability to work both independently and as part of a team in a fast-paced environment.
6. Strong interpersonal and communication skills.

7. Previous internship or work experience in a financial role is a plus, particularly within the gaming or hospitality industry.

LANGUAGE SKILLS: Demonstrated effective and diplomatic oral and written communication skills using English.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or picture form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Current Colorado Support Gaming License required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, talk and hear. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually mild.

I am in receipt of this job description, which has been reviewed with me by my supervisor on this date.

Employee (Please Print)

Employee Signature

Supervisor

Date