



JOB POSTING

Job Title: Payroll Clerk
Department: Accounting
Salary: DOQ
Posting Dates: Closing 02/01/2017 Internal/External

GENERAL DESCRIPTION:

Primary responsibility for all aspects of Casino payroll. Able to organize work load to meet critical deadlines.

RESPONSIBILITIES:

- Maintain active employee listing. Maintain filing system of required payroll records for all employees.
- Enter and update all employee and tax information into computer system.
- Review PCN's and timesheets for mathematical accuracy and adherence to company policies.
- Prepare weekly payroll entries. Process Payroll Checks, Direct Deposit, and pay cards.
- Run required reports for preparation of payroll taxes. Reconcile corresponding General Ledger Accounts.
- Print weekly PTO reports
- Prepare monthly 401K file.
- Maintain Active & Voided Check Log.
- Maintain record of employee deductions and prepare weekly summary for payment to vendors. Reconcile General Ledger deduction accounts on weekly basis.
- Prepare Payroll Analysis Reports for management as needed.
- Serve on Casino Employee Loan Committee.
- Other duties as may be assigned.

QUALIFICATIONS:

- High School Diploma or GED. Two year degree or certificate in accounting preferred or similar degree preferred.
- 1-3 years experience with payroll
- Prior experience with Great Plains E-Enterprise Payroll Module.
- High level of confidentiality
- Must be highly organized.

EMPLOYMENT STATUS:

Permanent, Full Time hourly. Includes full benefits, health insurance, life insurance, 401 K Plan and personal time off. Native American preference applies.