

PARAGON CASINO RESORT

Job Description

SENIOR PAYROLL CLERK

Department: Finance	Reports to:	General Accounting Manager
Job Code: CLK06	License:	Gaming
Position Code: CLK028	Costing:	600 6100 6111
Pay Grade: N6	Date:	10/31/18
EEO-1 Code: 5		

SUMMARY: Summary: Responsible for performing all activities related to the processing of Payroll wages, gratuities, garnishments, deductions, checks and direct deposits, in accordance with established policies, procedures and controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Audits transactions in the timekeeping system with supporting time and attendance documentation including sign-in sheets, PTO forms, Personnel Action Forms etc.
- Posts information pertaining to hours worked, deductions, paid time off, benefits, gratuities and direct deposits into the payroll system in a timely and accurate manner.
- Reviews and processes payroll adjustments.
- Assists with pay period end, month end, quarter end and year end payroll functions including account and payroll tax reconciliation and reporting.
- Researches and responds, in a timely manner, to questions related to Payroll transactions.
- Interacts with Associates and all levels of management with respect to payroll wages, gratuities, garnishments, deductions, checks and direct deposits.
- Maintains all payroll files that meet all internal and regulatory requirements.
- Assists in training and mentoring of junior team members.
- Assists with accounts payable as needed.
- Assists with inventory counts.
- Maintains the strictest level of confidence within the department.
- Updates knowledge by participating in education opportunities and assisting wherever possible in the payroll cycle.

Paragon Casino Resort requires all Associates to consistently:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

REQUISITE QUALIFICATIONS:

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) with two (2) years payroll functions required.

Qualifications: Must possess effective communication, organizational and analytical skills. Must be extremely number-oriented and computer-literate. Must have the ability to work independently in a time sensitive environment, adapt quickly to change and deliver under the pressure of deadlines. Must pass basic MS Excel skills test 70% or higher, administered at time of interview.

Must apply for, be granted and retain a valid Tribal Gaming License and State Gaming Certification during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: Ability to read, analyze, and interpret basic instructions, furnished in written, oral or diagram form.

Mathematical Skills: Ability to add, subtract, multiply and divides in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply commonsense reasoning to a variety of situations.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an Associate 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 Associate is regularly exposed to the risk of radiation (from computers), as a great deal of the workday is spent working on spreadsheets or inputting data into the computer system.

The noise level in the work environment is usually moderate.