



Tolowa Dee-ni' Nation/Lucky 7 Casino



Position Description

Title: Payroll Clerk

Class: Clerical

Status: Full Time

Supervisor: Controller

Effective Date: Revised June 2014

Department: (30) Admin & Gaming Mgt.

FLSA: Non-Exempt

Pay Grade: V

Subordinates: None

Position Summary:

Provide support to existing office staff and to the General Manager to complete daily tasks.

Essential Duties and Responsibilities:

- Complies and processes payroll with related deductions.
- Maintains timekeeping systems.
- Working knowledge and experience in bookkeeping principles.
- Maintains employee pay records including W4's, PTO hours and wages.
- The job has no supervisory responsibilities.
- Track all incoming checks.
- Fill in for soft count as needed.
- Assist with Revenue Audit.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed on the following pages 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.
- One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Working knowledge of data entry functions (excel spreadsheets).
- Proficient in the following software is required:
 - Microsoft word
 - Microsoft excel
- Knowledge of computer based accounting software.
- Must be able to type a minimum of fifty words per minute.
- Qualified Indian Preference applies.

Language Skills:

Ability to read, scrutinize and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to work with mathematical concepts, such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Solves practical problems. Deals with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations:

Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit, walk, and use hands to finger, handle, or feel. The employee is occasionally required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish colors).

Work Environment:

Moderate noise (business office with computers and printer, light traffic).

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____