



JOB POSITION DESCRIPTION

JOB TITLE:	Payroll Administrator	DEPT: Finance
FLSA:	Exempt	DATE: 9/2023
REPORTS TO:	CFO	SALARY GRADE: GS 6 \$57,595.20 -\$75,150.40

Our philosophy in Yurok Country is to create legendary adventures for our guests. Each adventure guide must support a standard of service excellence that exceeds expectations and creates a sense of place and welcome for each guest. By joining the Redwood Hotel Casino team of adventure guides; you are committing yourself to this philosophy and acknowledging your dedication to providing adventures filled with the traditions, stories and the beauty of Yurok Country. Be prepared to become a trailblazer creating magical moments with legendary service standards.

POSITION OVERVIEW *(the basic function of the position):*

The Payroll Administrator will complete assigned tasks including, but not limited to, preparing payrolls, preparing operational information, preparing tax information, depositing withholdings and deductions, distributing pay in a timely and accurate manner and in accordance with applicable regulations, laws and approved procedures. Perform Casino, Hotel, and YEDC business audits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the types of duties and knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain integrity of all payroll related information.
- Maintain total confidentiality of all data, information, and conversations.
- Review data and information coming into Payroll for compliance with authorized procedures, required approvals, and accuracy.
- Review data and information going into the Payroll System for compliance with authorized procedures, required approvals, and accuracy.
- Create accurate payroll related data and information in a timely manner and in accordance with approved procedures, practices, and approvals.
- Accurately enter payroll related data and information into Payroll System in a timely manner and in accordance with approved procedures, practices, and approvals.
- Assist with preparing annual payroll related documents including, but not limited to, W2 forms, tax returns, tip allocation reporting, etc.

- Accurately and timely complete assigned tasks relating to input, edit and audit of paid hours; paid time off; attendance records; time clock assignments; lunch period rule codes; salary-exempt auto-pay records; new hire, transfer, and termination change ; paid time off benefit accruals; rate changes; status changes; tax filing status changes; direct deposits; tip pool calculations; wage, overtime, retroactive pay, payroll cash out eligibility, and termination payments; payroll arrears check deposits; tips; voluntary deductions; applicable payroll garnishments; management reports; gross receipts reporting.
- Assists with receives all invoices and matches invoices with purchase order, receiving document, and check request.
- Coordinates with Purchasing, Receiving, and other departments to secure any missing paperwork.
- Posts all transactions to the general ledger module in the computerized accounting system.
- Assists with Generates and issues all computerized vendor checks.
- Assists with processing invoices in the accounts payable module of the computerized accounting system
- Scans and organize accounting records electronically
- Importing of excel data from POS systems to accounting system.
- Process incoming and outgoing mail.
- Assists with and verifies bank deposits.
- Assist with the development of a paperless filing system.
- Verifies Purchase orders and transfer to General Ledger System.
- Fold and prepare employee payroll statements to mail.
- Write receipts for rents received.
- Complies with applicable company policies and procedures.
- Assists with maintaining a clean work environment.
- Transport (walking distance) documents to locations as needed.
- Works with vendors on account reconciliation and scheduling vendor payments.
- Works with the uniform chart of accounts using the guidelines of the Generally Accepted Accounting Principles (GAAP).
- Cross train in all areas of accounting to provide backup whenever necessary, including but not limited to Lead Accountant and Revenue Auditors.
- Maintain knowledge of Gaming regulations as well as Redwood Hotel Casino internal controls, policies, and procedures.
- Verify, allocate, and post details of daily transactions to spreadsheet or computer files from documents such as VGM slips, receipts and computer printouts.
- Reconcile and balance tapes and records to daily cash count and summarizes details in separate ledgers or computer files.
- Compile reports to show statistics such as cash receipts and machine payouts, expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of the business.
- Complete records to or through trial balance.
- Maintain a list of all license and permits, reporting monthly on renewal dates and expiration's.
- Developed spreadsheets comparing theoretical to actual sales margins.
- Developed spreadsheets comparing theoretical to actual slot win.
- Maintains confidentiality of all financial accounting records and materials.
- Other duties as assigned.
- Acts as a relief worker in case of an emergency or disaster.

SERVICE STANDARDS:

Must be able to incorporate Yurok Service Strategy into daily operations by demonstrating the following standards while performing the requirements of the job:

- Smile & Greet
- Name & Meet
- Listen & Act
- Make Their Day
- Ask & Sell
- Thank You & Goodbye

LANGUAGE SKILLS

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Skill in effectively communicating information through verbal and written correspondence to employees, managers, clients, customers, and the general public, including writing reports, business correspondence and procedural manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Have the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

To apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations. Skills in solving practical problems and dealing with situations where only limited standardization exists. Ability to analyze and solve complex management problems having nonstandard solutions. Skill in identifying and resolving administrative problems under pressure conditions. Skills in assessing operation, program, staffing and fiscal needs.

AUTHORITY & RESTRICTIONS (*supervisory capacity, signatory ability, access to sensitive areas, gaming /tipping restrictions*)

- This position does not have supervisory responsibility.
- Maintain confidentiality and discretion in all areas; including the dissemination of trade secrets, planning and promotional procedures, and customer information files.
- Access to sensitive customer information and computer processes.
- All employees are prohibited from participating in promotional awards, giveaways, drawings, tournaments or special events, except those specified for employees.
- No gaming or tip accepting in facility at any time.

POSITION REQUIREMENTS (*objective educational or technical training required; skills; and years of experience*):

- High school Diploma or GED required; Associate Degree preferred.
- Minimum two years payroll experience.
- Minimum one year computer experience to include payroll, spreadsheet preparation, and word processing.
- Ability to accurately maintain and analyze payroll records and data.
- Hold or obtain CPR/First Aid certification within 30 days of employment.
- Must be 18 years of age or older.
- Must maintain and remain in compliance with Yurok Gaming Commission background check and drug free work place policies
- Ability to work weekends, holidays and evening hours as business demands

PHYSICAL DEMANDS/WORK ENVIRONMENT *(the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions):*

While performing duties of this position, employee is required to stand for extended periods, and frequently walk, and use hands to; finger, handle, or feel objects, tools, or controls. Occasionally sit. Must be able to lift 20 pounds with occasional lifting of more than 35 pounds, assisted. Ability to manage stress appropriately, make decisions under pressure, manage anger, fear, hostility and violence of others appropriately. The position requires the ability to process information using computer methods and technology, at times for more than 50% of the work time.

While performing the duties of this job, the employee is exposed to tobacco smoke, moving mechanical parts and fumes or airborne particles. The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions and to wet and/or humid conditions. The noise level in the work environment is usually moderate.

TRAVEL REQUIREMENTS

Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.

TRIBAL PREFERENCE

“Tribal preference is given in compliance with the Indian Self-Determination and Education Assistance Act (25 U.S.C Section 450 e (B))”

This description of duties, responsibilities and requirements is a summary, and is not intended to include all that may be assigned or required. I hereby acknowledge I have read and understand the above presented position description. I am in receipt of our employment guidebook and understand my obligation to read and understand its contents:

Employee Name (Please Print)

Employee Signature

Date

Manager

Date