



## **Swinomish Casino Job Description**

**Job Title:** Payroll – A/P Assistant  
**Department:** Finance

### **SUMMARY**

Assists Payroll Administrator in maintaining and processing payroll records and reports for accounting of salary/wages due. Manage 1099's. Assist A/P-Credit Specialist in reconciling Statements, processing Check requests, and month end duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in Reviewing, analyzing and checking payroll reports for accuracy and makes necessary adjustments or corrections through journal entries or other established procedures.
- Perform data entry into the MAS 90 system and Attendance Enterprise.
- Assists with Ensuring timely payment of vendor invoices in accordance with current policies, procedures and applicable federal laws, including GAAP
- Assists with Matching invoices with purchase requests and order, and checks invoice extensions
- Prepares invoices for input into computer system.
- Prepares invoices for payment.
- Serves as backup for Soft Count.
- Keeps all records and information confidential.
- Performs other job related duties as needed. This may include other accounting department responsibilities outside the Payroll or Accounts Payable function.
- Assists in maintaining the signature card inventory.
- All other duties as assigned.

### **Additional Functions**

- Use of Excel, Word, MAS90, and Attendance Enterprise and other computer software.
- Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed.
- Hours are determined by 24-hour schedule and subject to change.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have strong Computer skills with experience with Excel Spreadsheets and data entry. The requirements 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:**

This position requires a person with a high school degree or equivalent a minimum of 2 years' experience in Payroll/ Accounts Payable for at least 400 plus employees.

**LANGUAGE SKILLS:**

Must possess oral and written communication skills in order to write reports, business correspondence, and procedure manuals and effectively present that information and respond to questions from groups of managers, clients, customers, and the general public. Must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Must have the ability to solve practical problems to deal 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** Washington State Class III Gaming License

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, and pull or otherwise move objects, including the human body.
- Occasionally involves light work: exerting up to 20 pounds of force and/or up to 10 pounds of force and/or negligible amount of force to move objects.
- Occasionally lift and/or move up to 25 pounds.
- Constantly requires the ability to give and receive detailed information through verbal communication.
- Constantly requires verbally expressing or exchanging ideas of important instructions accurately, loudly, or quickly.

- Constantly requires working with fingers rather than the whole hand or arm.
- Constantly requires repetitive movement of the wrists, hands and/or fingers.
- Often requires walking or moving about to accomplish tasks.
- Occasionally requires standing and/or sitting for sustained periods of time.
- Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hands and arms.
- Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
- Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and the 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. While performing the duties of this job, the employee is exposed to second hand tobacco smoke. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.