



Vacancy Announcement

Title: Payroll Clerk

Reports To: Controller

Location: Yreka, CA

Salary: \$16.00 - \$18.50 per hour, (DOE)

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Summary: Responsible for bi-weekly payroll processing and updating and other functions as determined by the Accounting Manager.

Application Deadline: *December 11, 2017* by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com, just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: dbernal@rainrockcasino.com



Position Description

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Reports to: Controller
Location: Yreka, CA
Salary: \$16.00 -\$18.50 per hour (DOE)
Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Summary:

Responsible for Bi-Weekly payroll processing and updating and other functions as determined by the Accounting Manager.

Responsibilities:

1. Process bi-weekly payroll processing and updating and other functions as determined by the Accounting Manager.
2. Calculate earnings of Team members, including regular and overtime hours.
3. Calculate deductions such as income tax withholding, social security and insurance.
4. Enter and track PTO hours for Team Members.
5. Correct any problems in Team Members checks and/or explain calculations.
6. Prepare various reports and schedules.
7. Establish and maintain confidential files and records.
8. Maintain appearance standards as outlined in departmental and Rain Rock Casino policies.
9. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
10. Provide courteous service to our guests and be cordial to all Team Members.
11. Communicate effectively both orally and in writing.
12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

WORKING CONDITIONS & ENVIRONMENT

1. Must be able to work in a smoke-filled environment.
2. Must be able to work all shifts, weekends, holidays & special events as needed.
3. Must be able to work in a high stress atmosphere.
4. Must be able to work in a fast-paced environment where teamwork is essential.

Requirements:

1. Must be at least 21 years of age
2. High School Diploma or G.E.D.
3. Two years Payroll processing experienced (Required).
4. Experience with Paylocity Payroll, Novatime and Microsoft Office software preferred.
5. Must have excellent computer skills and type at least 40 wpm.
6. 10-key by touch.
7. Good organizational and planning skills.
8. Must possess reasonable ability to communicate in English
9. Highly self-motivated and directed.
10. Keen attention to detail.
11. Proven analytical, evaluative, and problem-solving abilities.
12. Ability to effectively prioritize and execute tasks in a high-pressure environment.
13. Extensive experience working in a team-oriented, collaborative environment.
14. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
15. Willing to travel and participate in training as recommended or required.
16. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
17. Must adhere to confidentiality policy.
18. Must successfully pass a drug screening test and criminal background check.
19. Indian preference will be observed in the hiring process.

Veteran's Preference: It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and reviewed this job description with my Team Leader. I also acknowledge that I have full and complete understanding of this job description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

_____	_____	_____
Team Member Name	Signature	Date
_____	_____	_____

Team Leader Name

Signature

Date

Council Approved: *(date)*

Original to HR

Copy to Team Member

Copy to Team Leader