

## JOB ANNOUNCEMENT:

**Position: Accountant 1**  
**Open Date: 11/7/2024**

**Starting wage: \$52,000-\$62,400**  
**Close Date: Open until filled**

This accountant position plays a dual role in payroll and audit functions, collaborating closely with the Finance Manager and Internal Auditor to ensure precise financial recordkeeping and adherence to regulatory standards. The accountant will focus on payroll processing, auditing, and compliance with state and federal wage and hour laws while supporting overall financial reporting and control.

### Key Responsibilities

- **Payroll Processing:** Analyze, process, and input payroll data into the platform's automated system to ensure accuracy and timely payroll.
- **Compliance & Accuracy:** Ensure payroll data is recorded accurately and complies with all applicable wage and hour laws.
- **Data Management:** Maintain and update employee files, track salary changes, benefit deductions, and manage new and existing employee data.
- **Garnishments & Manual Checks:** Process garnishments, liaise with judicial offices, and issue manual checks as needed.
- **Reporting & Reconciliation:** Complete audits of payroll data (overtime, deductions, etc.), prepare monthly, quarterly, and year-end reports, and assist with bank reconciliations and accounts payable.
- **Audit Support:** Assist with annual audits and collaborate with Internal Auditor to strengthen internal controls.
- **Confidentiality:** Uphold confidentiality standards for organizational and employee information

### Minimum Requirements:

- Bachelor's degree; preferably in Finance, Accounting or Business Administration
- **Minimum 1 year of payroll experience**
- Proficiency in Microsoft Office Suite and QuickBooks
- Strong communication, time management, and organizational skills
- Ability to work assigned schedule of M-F 8:00-4:30 with flexibility to work additional hours if necessary
- Analytical and detail-oriented, with strong reconciliation skills
- Must be able to acquire a Category 1 gaming license

### Preferred Requirements:

- Three years of payroll experience.
- Experience in payroll system implementation

### CONTACT INFORMATION

**Email:** [Marlenaj@pbpgaming.org](mailto:Marlenaj@pbpgaming.org)  
**Phone:** 785-966-3043