

JOB ANNOUNCEMENT

Open date 3/31/2025

Close date: Open until filled

Position Title: Accounting Clerk

Reports to: Finance Manager

Non-Exempt

Starting wage: \$18.00

Job Summary:

The Accounting Clerk is responsible for providing financial, administrative, and clerical support to ensure effective, efficient, and accurate financial operations. This position will process weekly payroll, reconcile accounts, and assist in financial reporting while adhering to company policies and regulatory requirements.

Duties and Responsibilities:

- Process accounts payable and accounts receivable transactions, including invoices, payments, and deposits.
- Reconcile bank statements.
- Payroll processing, ensuring accuracy and compliance with company policies.
- Maintain and update accounting files and documentation for audit purposes.
- Support month-end and year-end closing procedures.
- Communicate with vendors, customers, and internal departments to resolve discrepancies.
- Perform administrative duties such as filing, data entry, and report generation.
- Ensure compliance with financial policies, procedures, and regulations.
- Arrange travel accommodation for employees, ensuring cost-effectiveness and compliance with company travel policies.
- Serve as a liaison between employees and the insurance agent to address inquiries and resolve issues regarding health benefits.
- Order and maintain office supplies to support staff needs.
- Other duties as assigned by the Accounting Manager or Finance Director.

Qualifications:**Education & Experience:**

- High school diploma or equivalent required; Associate's degree in Accounting, Finance, or a related field preferred.
- 1-3 years of experience in payroll.
- Experience with QuickBooks preferred and Microsoft Office Suite, particularly Excel.

Skills & Competencies:

- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Strong analytical and problem-solving abilities.
- Ability to work independently and as part of a team.
- Effective communication and interpersonal skills.
- Knowledge of accounting principles and financial reporting.
- Ability to handle sensitive and confidential information with discretion.

Salary & Benefits:

- Competitive wage based on experience and qualifications.
- Health, dental, and vision insurance.
- Paid time off and holidays.
- Retirement plan options.
- Opportunities for professional development and growth.

This job description is intended to outline the general responsibilities and qualifications for the Accounting Clerk position and is not exhaustive. Duties may be adjusted based on business needs.

Native American preference exercised. Must be able to obtain a Category 1 gaming license.

Applications may be picked up at the PBP Gaming Commission office.

Contact Information

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