

# Employee Requisition Form

**Position to Be Filled:** Payroll Clerk

**Purpose:** Provide exemplary customer service to the Guests of the Tachi Palace Casino Resort by performing payroll, records and reporting to the Payroll Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepares, verifies, and inputs payroll information, including ensuring the proper documentation and authorization are attached
- Prepare and input payroll time sheet
- Review and approves payroll deductions and maintains sick and vacation leave and other reporting requirements
- Answer employee inquiries on their individual check
- Analyzes and reconciles all payroll related account balances
- Prepares payroll checks, direct deposit and distribute payroll to authorized personnel only
- Prepares state, federal, and tribal reporting requirements
- High School Diploma or GED
- 1-2 years of accounting / payroll experience

<b>Reports To:</b>	<b>Supervisor</b>
<b>Starting Rate of Pay:</b>	D.O.E
<b>Approximate Hours:</b>	40
<b>Date Needed:</b>	ASAP
<b>Filling Deadline:</b>	Open Until Filled

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Recruitment Representative

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Date Posted