



**POSTED: August 3<sup>rd</sup>, 2022**

**DEADLINE: Until Filled**

### **JOB DESCRIPTION**

**POSITION:** Disbursement Accountant

**DEPARTMENT:** Accounting

**REPORTS TO:** Senior Disbursement Accountant

**LOCATION:** Resort

**EMPLOYMENT:** Full-Time

**SALARY/PAY RATE:** \$18.50-\$24.00 per hour (D.O.E)

### **DESCRIPTION:**

Under the direction of the Senior Disbursement Accountant, the disbursement accountant is responsible for the overall monitoring, coordinating, and reviewing of accounts payable and payroll processes while maintaining compliance with all applicable laws, regulatory and organizational standards.

### **RESPONSIBILITIES:**

- Maintains strict confidentiality in all departmental and company matters
- Process accounts and incoming payments in compliance with financial policies and procedures
- Enters AP invoices to ensure timely and accurate processing
- Clarifies questionable invoice items or prices
- Researches and resolves invoice discrepancies and issues
- Reconciles various vendor statements to the AP ledger
- Submits weekly AP batches for approval as needed
- Prepares weekly payroll including, but not limited to, calculating net salaries considering deductions and withholdings, process overtime earning, prepare and submit the direct deposit payments timely and research and resolve any payroll issues that may arise.
- Verify reporting of tax information as required including, submitting MI and WI state taxes, submitting unemployment and any other tax reports as needed
- Maintains employee accounts in the payroll system to ensure correct payroll rates entered, keep track of employee deductions, enter direct deposit information and update employee status
- Maintains and updates employee files with required payroll related forms
- Processes and distributes weekly payroll checks and direct deposit check stubs with notifications to employees close to reaching the maximum accrual of PTO

- Enters and submits weekly journal entries to record payroll related transactions properly and accurately in the financial information system
- Assists the senior disbursement accountant with reconciling of end of year W-2's as requested
- Maintains files for payroll and tax documents as required
- Provides various AP and/or payroll analyses as requested
- Assists with year-end audit and other special projects as assigned
- Performs other general accounting functions as assigned
- Other tasks that may be assigned by management.

**MINIMUM QUALIFICATIONS:**

- Associate degree in accounting and/or a minimum of 1-2 years accounting or finance experience
- Knowledge of general accepted accounting principles (GAAP)
- Excellent written and strong communication skills
- Proficient in Microsoft Office applications including Excel and Word
- Must possess strong analytical, critical thinking and problem-solving skills
- Proven ability to track and manage several tasks simultaneously
- Exceptionally motivated, organized and detail oriented
- Ability to function well in a team-orientated environment
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License

**PREFERRED QUALIFICATIONS**

- One plus year of casino accounting experience

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position*

**Date Approved by the Public Enterprise Finance Commission (PEFC): 6-2-2022**

**Northern Waters Casino Resort**

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**Sign \_\_\_\_\_ Date \_\_\_\_\_**