

**DOUBLE EAGLE HOTEL & CASINO  
GOLD CREEK CASINO  
JOB DESCRIPTION**

Job Title: **AP & Payroll Specialist**  
Department: Finance  
Reports To: Controller  
FLSA Status:  
Issued Date:  
Revised Date: 05/26/2016  
Approved By:  
Approved Date:

**SUMMARY:** Responsible for maintaining accurate reflection of cash position of Double Eagle/Gold Creek Hotel & Casino.

**DUTIES AND RESPONSIBILITIES AP:**

- Retrieve mail each day. Date stamp each piece. Sort between companies and distribute as necessary.
- Match invoices and statements to purchase orders, verify prices and quantities. Distribute to department heads for signatures, etc.
- Sort check requests and COD's for immediate payment either by system or manual check.
- Sort invoices by vendor or by company. Create new vendors as required. Input each invoice into Payables Ledger and file in open invoice cabinet or into loan/lease/utility section.
- Verify statement information.
- Obtain daily deposit information from each company's cashier cage and obtain information on any checks written the previous day.
- Post all deposit and check information into check register maintained in Excel format. Post daily bank account transactions obtained from internet from Community Banks of Colorado. Relay this information to the General Manager.
- Following 3 Day Deposit Rule prepare EFT payments for W-2G remittances. Make EFT transaction via telephone
- Copy invoices for capital expenditures and prepaid expenses and provide to Controller.
- Print all required checks.
- Run proof journals for batch transactions, obtain approval and close to General Ledger.
- Provide GL Accountants with Check Registers for all accounts.
- Print Aged Trial Balance and Trial Balance and prepare explanation for any discrepancies.
- Maintain a copy of all month-end reports.
- Track and submit all use tax returns.
- Provide assistance to GL Accountant with concerns relating to Accounts Payable entries.
- Prepare 1099's for processing and submission to the IRS.

- Provide reports, as required, to CCRI.
- Participate in meter readings as required.
- Participate in quarterly progressive testing.
- Any other duties as requested by Controller.

**DUTIES AND RESPONSIBILITIES PAYROLL SPECIALIST:**

- Process new hires and input into Paycom system.
- Monitor internet time sheets. Make corrections to time records as needed.
- Research and resolve all payroll discrepancies.
- Modify department and pay rates in Paycom employee files and input those changes in the time clock system.
- Input vacation and leave information into the Paycom system.
- Keep informed on payroll laws and changes.
- Act as liaison to state labor board with questions and concerns.
- Report W-4's for those employees claiming "exempt" to the IRS.
- Annually submit all unclaimed payroll checks to the State of Colorado, as required by law.
- Set up new department, deductions and earnings codes in Paycom system.
- Write checks for approved payroll advances and track repayments to the company.
- Prepare charged tip calculations for input into Paycom system.
- Prepare payroll for submission to Paycom.
- Import and balance external files and batches.
- Review reports and checks from Paycom and make corrections as needed.
- Download and integrate Paycom file to general ledger.
- Notify Accounts Payable Specialist of payroll liability and current payroll account balances.
- Maintain accurate files on all payroll activities.
- Participate in meter readings as required
- Participate in quarterly progressive testing.
- Any other duties as requested by the Controller.

**QUALIFICATION REQUIREMENTS: EDUCATION and/or EXPERIENCE**

1. Proficiency in 10-key operations.
2. High School Diploma or equivalent required.
3. Basic working knowledge of Excel spreadsheet software.
4. Ability to work independently after adequate training.
5. Demonstrate ability to apply analytical skills to problem solving.
6. Ability to meet deadlines imposed by the Colorado Gaming Commission or internal management.
7. Desire to contribute to the evolving Accounting Department team effort.
8. Demonstrate ability to "pay attention to detail."
9. Desire to learn the requirements of other positions and be cross-trained in other positions within the Accounting Department.

- 10. Ability to work under pressure while maintaining a high level of accuracy.
- 11. Ability to be extremely discreet concerning the confidential nature of the materials needed in performing these functions.

**LANGUAGE SKILLS:** Demonstrated effective and diplomatic oral and written communication skills using English.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or picture form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** A valid Colorado Driver's License. Current Colorado Gaming License required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

**I am in receipt of this job description, which has been reviewed with me by my supervisor on this date.**

\_\_\_\_\_  
**Employee (Please Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisor**

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