

Job Posting: Payroll Coordinator
Reports to: Accounting Managerilani
Ridgefield, WA**Pledge for Success:**

We are dedicated in hiring outstanding individuals who share in our commitment and passion in serving our guests. Ambition, dedication, attention to detail, and a warm smile are all winning characteristics that lead to the spirit of who we are.

Position Summary:

This position is responsible for the payroll function of the property including processing payroll, balancing, issuing disbursements, assisting in tax form preparation and reporting. Timeliness of payrolls and accuracy of employee payroll information and disbursements are key to the success of this position.

Primary Duties and Responsibilities:

- Maintains and perpetuates a positive work culture according to the principles and values of ilani.
- Maintain high team member morale with internal guests by establishing a climate of trust, respect and teamwork.
- Review labor hours submitted by departments for completeness and any exceptions that need to be addressed.
- Inputs data for new hires including correct income codes and deduction codes.
- Compile and analyze payroll data on a routine basis to ensure correct payment of salaries, wages, garnishments, and deductions.
- Reviews tip reports and ensures they are applied properly to each employee as indicated; communicates with department managers for exceptions and corrections needed.
- Prepares direct deposit file for the bank and submits on a timely basis.
- Assists in the financial forecasting and budgeting process as necessary.
- Prepares checks each pay cycle and ensures the checks and direct deposit stubs are distributed according to Company policy and procedure.
- Prepares checks on demand for any special pays outside the normal cycle.
- Works with Accounting Manager and Controller to ensure payroll tax forms are accurate and submitted timely to the appropriate governmental agency.
- Assists Accounting Manager and Controller in ensuring payroll taxes are paid by the deadline.
- Works with garnishment requests to ensure proper withholdings are made and coordinates with Accounts Payable to submit payments to agencies.
- Works with Human Resources to assist with ACA reporting if needed.
- Cooperates in providing any information or records requested for both internal and external audits.
- Provides reports and other data necessary to staff accountants for payroll reconciliations.
- Must maintain the strictest confidence of any and all confidential information.
- Evaluates all areas of responsibility for continuous improvement opportunities and develops plans to implement process improvements
- Responsible for the day-to-day operations of all assigned areas

Qualifications:

- Minimum two (2) years payroll experience processing payroll for at least 500 employees in a high volume, complex environment
- Demonstrated knowledge of payroll systems and processing
- Experience or familiarity in a gaming and/or hospitality environment with multiple departments
- Basic knowledge of accounting as it relates to payroll
- Demonstrated knowledge of Federal and State payroll taxes and regulations.
- Excellent written and verbal communication skills

Posting Date: 11/2/16
Job Open until: Filled

- Excellent organizational and multi-tasking skills
- Proficient in Word, Excel and Outlook
- Knowledge of Infinium AS400 payroll a plus