

**JOB DESCRIPTION**

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<b>Job Title:</b>	<b>Data Entry Clerk</b>	<b>Prepared by:</b>	M. Thomas/L. Williams
<b>Department:</b>	Tribal Finance	<b>Date Prepared:</b>	09/16/2021
<b>Reports To:</b>	Accounts Payable Supervisor	<b>HR Approval/Date:</b>	L. Williams 10/06/2021
<b>Status:</b>	Non-Exempt		

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**SUMMARY**

Under the general direction of the Accounts Payable Supervisor, the Data Entry Clerk is responsible for accurate alphanumeric data entry, team support and department mail backup. The Data Entry Clerk is also responsible for assisting with updating and maintaining department spreadsheets, and assisting with departmental research. This position is required to maintain the utmost in confidentiality and discretion in regards to company information. The Data Entry Clerk is an integral part of the Accounts Payable (AP) team and must be able to communicate effectively verbally and in writing.

<b><u>Essential Duties &amp; Responsibilities</u></b>	<b>Estimated % of Time</b>
1. Reconciles daily 1042/945 payouts and monitors tax-withholding amounts.	25%
2. Tracks all incoming Information Technology invoices utilizing an active spreadsheet. Obtains backups and approvals for invoices to forward to Accounts Payable Specialist for processing. Processes guests and account source documents by reviewing data for deficiencies.	20%
3. Assists in updating and maintaining spreadsheets for other department using various reporting and payment processing tools. Responsible for creating spreadsheets with large numbers of figures with accuracy.	15%
4. Monitors and maintains Accounts Payable email. Prints and distributes to the Accounts Payable Specialist for processing, as needed. Sorts all incoming interoffice mail and distributes accordingly. Assists with additional administrative duties, including check distribution, as needed.	15%
5. Arranges and matches documents to invoices and prepares upload spreadsheet for Accounts Payable processing.	10%
6. Creates Automated Clearing House (ACH) and wire templates in online banking system.	5%
7. Reconciles all incoming miscellaneous receipts from departments, matching them to statements to provide to Accounts Payable Specialists to make timely payments.	5%
8. Performs other duties as assigned to support the efficient operation of the department.	5%
	<b>100%</b>

### **EDUCATION/EXPERIENCE/QUALIFICATIONS**

- High School diploma or GED is required.
- Bachelor's degree in Accounting, Business Administration, Finance or relevant field is preferred.
- Minimum of two (2) years of progressive experience in Accounts Payable is required.
- Ability to delegate, multi-task, lead and prioritize effectively in a dynamic, fast-paced environment with demonstrated organizational and time management skills.
- Must maintain a strict level of confidentiality and act in a manner consistent with all legal and regulatory requirements and in compliance with relevant laws and regulations.
- Must be personable and professional, capable of using caution and discretion in communication.
- Experience with receipts, packing slips and supporting Accounts Payable staff is preferred.

### **CERTIFICATES/LICENSES/REGISTRATIONS**

- At the discretion of the San Manuel Tribal Gaming Commission, you may be required to obtain and maintain a gaming license.
- A qualified candidate/employee must have a valid driver's license with an acceptable driving record as determined by the company's insurance carrier.

### **PHYSICAL REQUIREMENTS/ WORKING CONDITIONS – ENVIRONMENT**

The physical demands and working environment described here are representative of those that an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

- Primary work environment is in a climate-controlled office setting.
- Work requires travel to attend meetings, trade shows, and conferences.
- Must be able to work in a fast paced, high demand environment.
- Sedentary work; involves sitting most of the time. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Hearing sufficient to hear conversational levels in person and over the telephone.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone.
- Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, or to make general observations of facilities, guests and employees. Use close, distance, peripheral vision, and depth perception.
- Strength sufficient to frequently lift and/or move up to 10 pounds below or at waist level and occasionally lift; move or carry objects over 40 pounds below and at waist level with assistance.
- Mobility sufficient to safely move in an office environment; walk, stoop, bend, kneel, enter and exit.
- Endurance sufficient to maintain efficiency throughout the entire work shift and during extended work hours.
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.
- The employee may be exposed to fumes or airborne particles including secondhand smoke.

San Manuel Band of Mission Indians and San Manuel Casino will make reasonable accommodations in compliance with applicable law.