



THE REEF HOTEL CASINO

Payroll Assistant

The Finance Department is currently seeking a self motivated **Payroll Assistant** to assist with the end-to-end payroll of approximately 500 employees. You will enjoy working under pressure within a small team environment, where excellent communication skills, a good eye for detail and the challenge of meeting deadlines is essential.

To be successful in this role you will have proven experience in a payroll position as well as meet the following criteria:

- ✓ Previous experience, in excess of 1 year computerised payroll for 100+ employees.
- ✓ Excel spreadsheet and system reporting experience.
- ✓ Basic knowledge of tax, superannuation and workers compensation.
- ✓ Ability to work unsupervised and respond to payroll enquiries.
- ✓ Able to interpret and implement awards / agreements.
- ✓ Strong organisational, excellent communication and interpersonal skills.
- ✓ Ability to develop and build relationships with both staff and management.
- ✓ Ability to problem solve

Part time employment - Ability to work all day on Monday, Tuesday and Wednesday with the flexibility to cover leave and variations in the payroll workload as required.

Employment includes

You will be rewarded with a competitive wage and a challenging working environment.

Staff benefits including: In house training and career development.

Amenities including shower facilities and staff lounge.

Accommodation, food & beverage discounts for you, family and friends (dependant on tenure). Clean safe multicultural, people friendly environment.

The Reef Hotel Casino is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, physical ability, age, sexual orientation, religion or belief and family responsibilities.

The Reef Hotel Casino does not accept unsolicited resumes from recruitment agencies or search firms

