

JOB OPENING

Job Title: Payroll Clerk
Department: Accounting
Reports To: Payroll Supervisor/General Accountant - CFO
FLSA Status: Non-exempt

SUMMARY: Coordinates activities engaged in recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, calculating payrolls, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Reviews personnel/payroll records to determine names, rates of pay, and occupations of newly hired workers, and change in wage rates and occupations of employees on payroll.
- Records new or changed pay rates in payroll register or computer files.
- Performs timely and accurate preparation of the Tribe's payroll and related information, transmits to service bureau, and reviews and corrects errors.
- Distributes payroll checks.
- Compiles and prepares other payroll data such as pension, insurance and credit union payments.
- Reviews and approves payroll deductions.
- Interprets tribal policies and government regulations affecting payroll procedures.
- Prepares government reports; 941's, Employment Security, W-3.
- Answers Internal Revenue Service inquires.
- Balances payroll system and subsidiary ledgers to the General Ledger at month and year end; prepare W-2's.
- Answers garnishment notices; track garnishments and remit monthly.
- Maintains leave accrual files.
- Examines work for accuracy, neatness, and conformance to policies and procedures.
- Studies and standardizes procedures to improve efficiency.
- Balance benefits to General Ledger at month and year end.
- Provides staff support, answer questions, and customer service assistance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B.A.) from four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience.

Prefer Certification as a Certified Payroll Professional (CPP) through the American Payroll Association.

COMPUTER HARDWARE AND SOFTWARE SKILLS: High level of skill and proficiency with desktop computers and related peripheral equipment. Advanced level of skill with Microsoft Office software, especially Excel and Word. Ability to learn and effectively utilize the Tribe's accounting software. Ability to learn and use other common desktop software.

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.

Common office environment. The employee must be familiar with the basic functions of all types of office equipment (copiers, fax machines, telephones, computers, etc.)

AT-WILL EMPLOYMENT: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.

TO APPLY: All interested parties are encouraged to submit a completed SBIT application, a resume, and 3 professional references to HR.