

**NORTHERN CHEYENNE TRIBE  
CENTRAL FINANCE  
JOB ADVERTISEMENT**

**POSITION:** Payroll Specialist

**SALARY:** \$25/hr. – \$27/hr.

**DEPARTMENT:** Central Finance

**ACCOUNTABLE TO:** Treasurer

**OPENING DATE:** 4/11/2024

**CLOSING DATE:** 4/24/2024 @ 4:00pm

**How To Apply:** Submit a completed application, **Resume**, (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification (if claiming Indian preference, DD214 (if claiming Veteran's preference), copies of credentials or certified copy (B.S. Degree) of transcripts to: Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**SUMMARY OF WORK:**

Performs technical and administrative accounting duties in maintaining payroll records for the Northern Cheyenne Tribe.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position involves duties and responsibilities that include considerable skills in payroll procedures. This position requires accuracy, timeliness and deals with information requiring adherence to standards of confidentiality. This position involves working under stress and meeting deadlines that may occasionally require work outside of normal hours.

**Personal Contacts:** Program Directors, Employees, Administration, Auditors, and Tax Agencies.

**Supervision Received:** Under the general supervision of the Treasurer.

**Supervision Exercised:** General Supervision of the Payroll Assistant.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of filing and organization systems. Employee must be familiar with applicable state and federal rules and regulations for payroll and personal compensation. It also requires a general knowledge of payroll tax regulations, business

information systems, internal controls and problem solving techniques. Knowledge of basic accounting and accounting of impressed funds.

**Skills:** This position requires speaking and writing skills, as well as time management and trouble shooting skills. Employee must be skilled in Microsoft Windows and its various operations. This position requires skills in accurate data entry, review and reconciliation. Mathematical skills in manually calculating payroll and 10-key operations are also required.

**Abilities:** The incumbent must be able to sit for long periods at a time. Must be able to lift 25 lbs. Must be trustworthy, ethical and able to observe confidentiality. This position requires the ability to work under deadlines, work with limited supervision, exhibit individual initiative, evaluate payroll problems and make sound decisions to mitigate those problems.

This position requires the ability to: maintain effective accounting procedures; carry out assigned projects to their completion, accurately prepare data for input into the computer and reconcile and correct the output results; perform mathematical computations; understand and apply detailed rules and regulations; accurately maintain detailed and complex financial records; meet deadlines, maintain confidentiality, communicate effectively orally and in writing, follow verbal and written instructions, establish effective working relationships with fellow employees supervisors and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- ✓ **Bachelor's of Science** preferred in accounting, business management, finance or a closely related field or equivalent experience in accounting.
- ✓ Minimum of **two years'** experience with payroll procedures and computer experience

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Maintain general ledger for payroll fund.
- Demonstrates proficiency in data entry and numerical calculations.
- Reviews and enters payroll time in accordance with coversheets.
- Ensures timely process and transfer of Direct Deposit Payroll.
- Process payroll deductions.
- Pays and reconciles accrued payroll liabilities.
- Maintains payroll files and documents.
- Schedules and reconciles each pay-period to ensure execution of all generated transactions.
- Maintains accurate employee files.

- Reconciles, reports, and files 941 federal tax reports.
- Reconciles, reports and files all other accrued payroll liabilities.
- Reconciles monthly payroll bank statements.
- Reconciles due to and due from payroll accounts.
- Enters cash receipts and journal vouchers.
- Adheres to standards of confidentiality.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Other related duties as assigned.
- Must agree to and sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.