



PAYROLL TECHNICIAN

Department / Program: Office of Financial Management
Reports To: Payroll Manager
Salary/Hourly Range: 30
FLSA Status: NON-EXEMPT; Full-time, Part-time, Temporary

VALID DRIVER'S LICENSE REQUIRED
PD Created: 12/20/2015

INTRODUCTION:

Under close supervision performs miscellaneous work tasks involved in the sustainment of the Hopi Tribe's payroll; assists with maintaining employee payroll information; assists with audits and processing of incoming payroll data; assist employees with applicable forms and processes; performs related work as required. The Payroll Technician performs a broad range of duties in support of the Hopi Tribe's payroll processing; maintains and provides necessary information to employees for specific payroll functions, assist with preparing and processing of the Hopi Tribal Payroll and fringe benefits in support of the Office of Human Resources and Payroll; files or enters necessary payroll related forms; works in accordance with applicable Federal and State regulations, and the Hopi Tribe's Policies and Procedures Manual.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Assists the Payroll Manager in communicating and providing guidance to internal and external customers on complying with Hopi Tribe's Personnel Policies & Procedures Manual and Fiscal Management Policies; reviews and determines best course of action on issues presented; seeks guidance on complex issues from the Director of Finance.
2. Provides high level of customer service by politely greeting and serving internal/external customers and telephone calls; ascertains the nature & purpose of visit; assists customers by providing pertinent information about payroll activities and policies & procedures, office staff, etc.
3. Under close supervision, assists with processing regular and/or supplemental payroll for all employee groups; performs some payroll calculations; verifies information from relevant forms; audits, corrects and balances payroll and a variety of reports; performs a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll deductions, processing requests for paycheck advances, and processing terminations; receives, checks and audits employee timesheets and leave slips for accuracy and completeness; enters new hires into the payroll system, posts changes in pay and tax status, and miscellaneous changes as required; contacts program to correct any errors in accordance with established laws, policies and procedures; ensures accuracy of payroll and submits for data processing; all work verified by Payroll Manager processes; performs a wide variety of record keeping and payroll processing activities.
4. Interprets payroll procedures and responds to inquiries concerning payroll information to employees, supervisors, management and financial institutions. Releases information/data in accordance with guidelines of the laws and established policies & procedures.
5. Maintains confidential records and upholds strict confidentiality.
6. Performs other related duties as assigned and authorized to meet program goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, office/program administrators, occasionally with representatives of funding agencies/contractors and insurance companies. The purpose of these contacts is to exchange factual information and provide technical assistance on administrative matters.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office equipment/machines. Some lifting in excess of 25 lbs. may be necessary. Travel on and off the reservation may be required.

MINIMUM QUALIFICATIONS:

1. **Required Education, Training and Experience:**

Education: High School Diploma or G.E.D. Certificate;

AND

Experience: Three (3) years of experience in office operations and payroll, accounting, or finance;

OR

Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. **Required Knowledge, Skills and Abilities:**

Knowledge:

- Knowledge of current methods, practices, and terminology used in payroll, financial, statistical and record keeping; modern office practices and techniques; bookkeeping practices; business mathematics; spreadsheet and word-processing practices and procedures.
- Working knowledge of microcomputers, software (i.e., word processing, spreadsheets, database, etc.) and systems support functions
- Knowledge of fringe benefits administration, laws and regulations
- Knowledge of federal and state payroll tax liabilities, pre-tax laws and requirements

Skills:

- Skill in operating microcomputer and various office equipment/machines, i.e., ten key calculator, digital copier, etc.
- Good verbal and written communication skills to compose general business correspondence, preparation of statistical reports, etc.
- Good human relations skills

Abilities:

- Ability to prepare and maintain a large payroll system, i.e., maintain accurate, complete and systematic records management of financial transactions.
- Ability to analyze and interpret fiscal and accounting records
- Ability to follow verbal and written instructions
- Ability to communicate effectively and respond to inquiries regarding payroll procedures
- Ability to establish and maintain positive professional working relationships with co-workers, tribal officials, auditors, vendors and general public

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass the pre-employment screening which includes a fingerprint, drug-test, Local, State & Federal background investigation in accordance with Hopi Tribal Policy.
3. No felony convictions and no more than two misdemeanors within 2 years
4. Must be bondable.