

## **POSITION DESCRIPTION**

**Title:** Finance Assistant - Payroll Clerk

**Reports To:** Chief Finance Officer

**Location:** Happy Camp Administration Office

**Salary:** \$11.00 to \$15.00 per hour, depending on experience

**Summary:** The Finance Assistant/Payroll Clerk shall under general direction, perform a variety of complex assignments in the development, maintenance, and processing of the Karuk Tribe of California's Finance procedures.

**Classification:** Non Entry Level, Full Time, Non-Exempt

**Responsibilities:**

1. Shall perform timely data entry pertaining to individual employee payroll records including adding, changing, and deleting information as appropriate.
2. Shall prepare the Tribe's bi-weekly payroll (and other miscellaneous payrolls), including liquidation of travel and expense advances, VISA deductions, child support garnishments and other deductions as necessary.
3. Ensures that payroll records are administered within legal mandates and ensures the payroll data and reporting are in compliance with Federal, State and Local rules and regulations.
4. Receives and inputs employee time and leave records into the Karuk Tribe's payroll system checking for errors and needed corrections.
5. Coordinates problems regarding payroll discrepancies with department staff.
6. Shall receive and process new employees into the payroll system including entering of correct fund codes, W-4 information, etc.
7. Shall maintain and update a variety of payroll information and records and ensure the confidentiality of such.
8. Shall prepare a variety of reports for employee benefit vendors including worker's compensation, 401(k), dental/vision insurance, medical insurance, etc.
9. Shall invoice outside agencies as needed for various purposes such as NCIDC, CIMC, etc.

10. Shall invoice Tribal entities as needed for various purposes such as the Housing Authority and the Community Development Corporation.
11. Shall be responsible for payroll processing and invoicing for the Bureau of Indian Affairs (BIA) fire crew. This includes ensuring the proper forms are submitted on time with necessary authorizations and backup documentation is attached as needed.
12. Shall work with representatives of other agencies regarding problems with payroll documents and reports.
13. Shall prepare all semi-monthly and quarterly State and Federal payroll reports.
14. Shall prepare all monthly and quarterly payroll tax deposits.
15. Shall maintain all payroll paper files and forward copies of appropriate items to Human Resources Manager for filing in personnel files.
16. Shall process on the job injury reports and forms and work with insurance agent to ensure timely reporting of such. In some cases will process wage reports for time away from work. Annually will prepare OSHA Form and post in a timely manner. Will forward copies of injuries to Human Resources Manager for filing in personnel files.
17. Shall enter and post JV's as needed for various purposes.
18. Shall annually process and distribute employee W-2's and ensure reporting to Internal Revenue Service of such information in the form of a W-3.
19. Shall ensure that the Karuk Tribe's payroll system is up to date by notifying Information Technology Department when updates are available for downloading.
20. Shall invoice for the fire crew and reconcile fire crew information with the Karuk Community Development Corporation.
21. Shall be cross trained in other areas of finance department including but not limited to accounts payable, purchase orders, cash receipts, filing, forms creation and assist with system backup when necessary.
22. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
23. Other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.

4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess high school diploma or equivalent. One year college level accounting or equivalent experience highly desired.
2. Must have competence in word processing such as Microsoft Word, spreadsheets such as Microsoft Excel, office equipment such as printers and fax machines and general computer usage.
3. Must be a self-starter, well organized and willing to learn new skills.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policy.
6. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Council Approved: Revised April 2005**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_