

PYRAMID LAKE PAIUTE TRIBE

JOB ANNOUNCEMENT

PAYROLL SPECIALIST

Finance Department, Nixon, NV
\$49,420.80 - \$54,496.00, Full-Time, Exempt
Class Code: 403, Grade: 17, Step 1-3 DOE

Date Posted: 08/23/2024.

Date Closes: OUF

DEFINITION: Responsible for preparation of all aspects of payroll management, processing and disbursement of payroll transactions, maintenance of payroll records and reports; and supervisory authority of assigned staff.

DUTIES AND RESPONSIBILITIES:

Receive, review, verify, process, and maintain payroll records (to include leave accruals and balances), documentation, and related paperwork; audit documents for completeness, accuracy, and conformance with policies and procedures; input payroll information. Review, verify, and correct employee action notices for employee record management, regarding payroll.

Process and disburse bi-weekly and supplemental payroll.

Audit and prepare journal transactions, reports, forms, and records for payment of payroll liabilities including taxes, insurance premiums, retirement contributions, third-party benefits, workman's compensation, voluntary deductions, and garnishments; prepare and file with the appropriate agencies the daily, weekly, bi-weekly, and quarterly 941, quarterly SUTA, and annual W-2/W-3.

Ensure appropriate employee forms and taxing agency reports are submitted in a timely manner.

Process and disburse payments for payroll liabilities and voluntary deductions: including retirement contributions and loans, workman's compensation, and tax payments on the appropriate agencies' websites for daily, weekly, bi-weekly, quarterly 941 and quarterly SUTA.

Work with Accounting Supervisor to reconcile payroll accounts. Identify deficiencies and rectify areas of concern.

Respond to employee inquiries and provide general accounting related information.

Maintain current knowledge of applicable Pyramid Lake Paiute Tribe (Tribal) policies, state and federal laws and regulations.

Utilize various computer programs and applications; enter and maintain data; generate reports from a database or in-house system; create spreadsheets and generate reports using spreadsheet software; create documents using word processing software.

Provide back-up support for other accounting functions as required; help in performing other accounting related duties to meet deadlines; participate in special projects as assigned.

Perform general clerical and office support duties in support of department operations.

Perform related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of: Operations, services, and activities of a payroll program area; principles and practices of payroll preparation, disbursement, reporting and maintenance; post-tax, pre-tax, federal and state tax; methods and techniques of calculating various payroll deductions; principles and practices of payroll accounting; procedures, policies, rules, and practices affecting the development, maintenance, and control of fiscal record keeping systems; and principles and practices used to establish and maintaining files and information retrieval systems including those used in the maintenance of confidential and sensitive materials.

Governmental accounting principles and procedures and accounting system requirements and procedures; and pertinent Federal, State and local laws, codes and regulations.

Methods and techniques of coding, verifying, balancing, and reconciling payroll records.

Mathematical principles; English usage, spelling, grammar, and punctuation; methods and techniques of effective customer service; and office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to: Perform a full range of difficult and complex technical payroll accounting duties involving the use of independent judgment and personal initiative; and oversee preparation of Tribal-wide payroll and ensure compliance with applicable laws and regulations

Understand the organization, operation, and services of the Tribe and of outside agencies as necessary to assume assigned responsibilities; understand, interpret, apply, and ensure compliance with applicable federal, state, and local laws, codes, and regulations; and understand, interpret, apply, and ensure compliance with administrative and departmental policies and procedures.

Plan and organize work to meet changing priorities and deadlines; review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility. Perform mathematical calculations with speed and accuracy; type and enter data at a speed necessary for successful job performance; and operate office equipment including computers and supporting word processing, spreadsheet and database applications. Work cooperatively with other departments, and outside agencies; and work in a team-based environment to achieve common goals.

Meet the physical requirements to safely and effectively perform the assigned duties.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Must favorably pass a pre-employment drug screen and background investigation as required.

REQUIRED EDUCATION AND EXPERIENCE:

Associate degree with focus in accounting, finance, or a related field. Two years of increasingly complex payroll processing experience with a multifunctional organization; and/or responsible clerical and technical accounting experience. Experience with 24-7 scheduling is desirable. Or any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1132. or hrrecruiter@plpt.nsn.us

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991. .