

Job Position: Payroll Clerk	Status: Full-Time/Non-Exempt
Division: Human Resources	Salary: Based on Experience
Posting Date: March 1, 2019	Closing Date: March 15, 2019

Essential Duties and Responsibilities include the following:

- Maintains payroll information and posts hours worked, deductions, and related benefits to the Abila/MIP payroll module.
- Process ACH bank transfer
- Ensures the integrity of all financial data produced in payroll
- Prepares monthly payroll reports and ensures accurate and timely reporting
- Maintains all files in the payroll division of the Finance department
- Conducts the necessary research to effectively resolve payroll disputes
- Replaces lost checks, voided checks and updates employee files as necessary
- Prepares and issues checks for tribal member assistance
- Able to assist in reconciling tax accounts and payroll cash account reconciliation
- Held accountable to a high degree, for the accuracy and thoroughness of departmental records
- Responsible for maintaining the highest level of confidentiality within the department.

Qualifications

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

Education/Experience

- Required high school diploma or GED
- Minimum 1 year experience with payroll processing
- Require prior experience with payroll accounting software with preference in Abila/MIP
- Experience in preparing ACH transfer
- Able to assist in reconciling tax accounts and payroll cash account reconciliation
- Must be computer literate, proficient in Microsoft Excel with general working knowledge of Word (Windows based).

Certificates and Licenses

No certifications or licenses required.

Supervisory Responsibilities

This job has no supervisory responsibilities

Work Environment

Frequent keyboarding required, using hands to finger, handle, or feel. Specific vision abilities required by this job include close vision, and ability to adjust focus. May spend up to 8 hours per day sitting and may have occasional movement throughout the facility. Occasional use of the telephone.



SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE).

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

Interested candidates please submit a completed resume and cover letter to:

Tunica-Biloxi Tribe of Louisiana

Attn: Human Resources

171 Melacon Rd.

Marksville, La. 71351

kdorsey@tunica.org

Disclaimer

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an "at will" employment relationship.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica-Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

