



Job Position: Payroll Clerk	Status: Full-Time/Non-Exempt
Division: Finance	Salary: Based on Experience
Posting Date: August 11, 2019	Closing Date: August 31, 2019

Job Description

Summary

This position is located in the Tunica Biloxi Tribe of Louisiana Finance department. The function of the Finance department is to receipt and account for all funds received and provide for the proper accounting and expending of such funds of the Tribe. The Payroll Clerk provides general administrative support in the processing of payroll cycles for the tribal government.

Essential Duties and Responsibilities:

- 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 and 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).



Supervisory Responsibilities:

This job has no supervisory responsibilities

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time.

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.

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.

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. Resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **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); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
HR@tunica.org

