

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA
Job Description**

Job Title: Payroll Assistant
Department: Accounting
Reports To: Payroll Administrator
FLSA Status: Non Exempt
Prepared By: Human Resources
Prepared Date: 08/17/15
Approved By: Chief Financial Officer
Approved Date: 08/17/15

Summary: The Payroll Assistant under the supervision of the Payroll Administrator will be responsible for assisting with the overall management of all compilation of payroll data to maintain payroll records for the Tribal Office and the Seascope Restaurant and Pier. This position assists with the compilation of statistical reports, statements, and summaries that are related to payroll and fringe benefit accounts and submits them to the appropriate departments.

Essential Duties and Responsibilities include the following: Other duties may be assigned.

Assists with the coordination of payroll process to receive forms and records and process in a timely and efficient manner in accordance with applicable state and federal regulations.

Assists with verification of forms, time sheets, time keeping data base, tip reporting and benefit data for input into in house payroll system with proper signatures.

Assists with maintaining payroll, vacation, holiday, and sick leave compensation and accrual records, comparing and reconciling to payroll for accuracy, includes new state regulations for all employees which includes full time, exempt, part time, temporary, and seasonal.

Assists with the preparation of payroll spreadsheets, enters data into computer files, and computes wages and deductions and posts to payroll records.

Assists with reviewing wages computed and corrects errors to ensure accuracy of payroll.

Assists with recording changes affecting net wages such as exemptions, insurance coverage, and deduction payments for each employee to update master payroll records.

Assists with preparation of periodic reports of earnings, taxes, and deductions.

Assist employees with payroll questions concerning pay checks and leave when administrator is unavailable.

Assists with reconciling employee insurance invoices to payroll general ledger accounts and notify insurance vendors of new/terminating employees.

Assists with preparation and distribution of payroll checks.

Assists with preparation of quarterly and annual payroll tax reports.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies :

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; detail oriented, mathematical problems, calculation of percentages and computer spreadsheet capability.

Organizational Support - Completes administrative tasks correctly and on time; supports organization's goals and values.

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

One year certificate from college or technical school; or at least one year related payroll and payroll tax experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Database software; Payroll systems; Microsoft Excel Spreadsheet software and Microsoft Word Processing software.

Other Qualifications:

Must be able to travel 5% of the time.
Must pass drug and alcohol testing and background investigation.
Indian Preference to qualified applicants.

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.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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.

Signature: _____

Date: _____