**TRINIDAD RANCHERIA**

Job Description

**Job Title:** Payroll Administrator

**Summary:** The Payroll Administrator is responsible for the overall management of all compilation of payroll data to maintain payroll records for the Trinidad Rancheria Tribal Operations and the Seascape Restaurant and Pier. This position compiles statistical reports, statements, and summaries that are related to payroll and fringe benefit accounts and submits them to the appropriate departments. The processing of Payroll, Payroll taxes, deductions and quarterly reporting are the main essential tasks of this position.

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

Coordinates payroll with Human Resources and Accounting to receive forms and records and process in a timely and efficient manner in accordance with applicable state and federal regulations.

Verifies forms, time sheets, time keeping data base, tips, and benefit data for input into in house payroll system with proper signatures.

Maintains payroll, vacation, holiday, and sick leave compensation and accrual records, comparing and reconciling to payroll files for accuracy. This includes monitoring new state regulations for all employees which includes full time, exempt, part time, temporary, and seasonal tracking.

Payroll processing on a bi-weekly basis in the Multiple Operations Management System (MOM’s) which consists of entering time into computer software files, the system computes wages and deductions and posts to payroll records automatically.

Reviews wages computed to prepared spreadsheets and corrects errors to ensure accuracy of payroll input.

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

Prepares periodic reports of earnings, taxes, and deductions. Verifies totals through manual calculating percentages to totals. Prepares semiannual reports for pension plan and worker’s compensation.

Assist employees with payroll questions concerning pay checks and accrued leave.

Reconciles employee insurance invoices to payroll general ledger accounts and notify insurance vendor of new/terminating employees.

Preparation and distribution of payroll checks and sign out sheets.

Prepares quarterly and annual payroll tax reports. Maintains files for quarterly reports in a secured location.

**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. Maintains all payroll files in organized files. Storage of all payroll records maintained in safe and secure location.

**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; and at least three years 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; Advanced knowledge of Microsoft Excel Spreadsheet software and Microsoft Word Processing software and Microsoft Outlook. Be able to use internet for transfer of tax payments and tax reports. Capable of researching on the web for payroll related forms, instructions, and information related to payroll.

**Other Qualifications**

Current California Drivers License and be insurable.

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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