

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

Job Title: Payroll Administrator
Department: Fiscal
Supervisor: Chief Financial Officer/Deputy Chief Financial Officer
FLSA Status: FT, Exempt
Prepared by: Chief Financial Officer, Angela Higley
Approved By: CEO, Jacque Hostler-Carmesin
Approved Date: 09/29/2026

SUMMARY

The Payroll Administrator is responsible for the accurate and timely administration, compilation, and maintenance of payroll data and records for Trinidad Rancheria Tribal Operations and Seascope Restaurant and Pier. This position monitors current payroll requirements and practices and prepares payroll-related reports, statements, summaries, and fringe benefit information for submission to the appropriate departments.

Primary responsibilities include processing payroll, payroll taxes, deductions, and related quarterly and year-end reporting. The Payroll Administrator ensures payroll transactions are accurate, completed within established deadlines, and properly reconciled and balanced with the general ledger, with appropriate review and approval by the Chief Financial Officer (CFO). The position also maintains accurate payroll records and supports compliance with applicable payroll requirements, policies, and procedures.

The Payroll Administrator reports to the Chief Financial Officer or Deputy Chief Financial Officer.

ESSENTIAL DUTIES

- Coordinates payroll with Human Resources and Fiscal departments. Ensures that forms and records are received and processed in a timely and efficient manner, in accordance with applicable Federal and State regulations.
- Verifies accuracy of forms, time sheets, time keeping data base, tips, and benefit data for input into in-house payroll system. Ensures documents include necessary approval signatures.
- Maintains records of payroll, including leave accruals of paid time off, holiday time, and compensatory time, and compares and reconciles to payroll files for accuracy. This includes

monitoring new Federal and applicable State regulations for all employees which includes full time, exempt, part time, and temporary positions.

- Processes payroll on a bi-weekly basis in the Multiple Operations Management System (MOM's), which consists of accurately entering time and fund codes into computer software files. The system computes wages and deductions, and posts to payroll records automatically.
- Processes bi-weekly tax payments to federal and state agencies within required time frames.
- Reviews control documentation submitted with each payroll processed. Acts as primary liaison for resolving payroll-related accounting issues, ensuring accurate recording of required financial statement balances.
- Ensures MOM's payroll system has the correct current tax rates for each year and reviews federal and state published tax rates to confirm and verify accuracy.
- Reviews and compares computed wages to manually prepared spreadsheets and corrects any 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 by manually calculating percentages. Prepares semi-annual reports for 401K retirement plan and worker's compensation.
- Assists employees with payroll questions concerning pay checks and accrued leave. Provides reports for employees as needed. Researches and resolves any issues or concerns regarding payroll.
- Reconciles employee insurance, fuel account, and other vendor invoices to payroll general ledger accounts.
- Prepares and distributes payroll checks and sign out sheets.
- Prepares quarterly and annual payroll tax reports. Maintains files in a secure location.
- Researches changes in the payroll profession and develops/refines procedures that will continually improve the operational efficiency and meet service levels of the Fiscal department.
- Communicates changes in payroll standards, laws and guidelines to Fiscal department, including assisting in the development of manuals and other training materials.
- Fosters a culture that promotes ethical practices and legal compliance, excellence in customer service, individual integrity, teamwork, and employee innovation and accountability.
- Exercises responsibility for compliance with federal and state payroll tax laws and regulations. Ensures compliance with applicable wage/hour laws.
- Continually assesses risk factors related to confidentiality of employee information.
- Interacts with accounting auditors and responds to auditor requests.
- **Additional Duties may be assigned as necessary for departmental needs.**
- **Supervisory Duties:** This position does not have supervisory responsibilities.

COMPETENCIES

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

- **Verbal Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- **Written Communication** - Writes clearly and informatively; Expresses and demonstrates professional business writing skills, Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- **Analytical**: Synthesizes complex information, collects, and researches data, designs workflows and procedures.
- **Problem Solving**: Identifies and resolves problems in a timely manner, develops alternative solutions, and works well in group situations.
- **Project Management**: Assists with project plans, coordinates and completes projects on time, and as needed for deadlines and auditing.
- **Judgment**: Makes decisions, supports and explains reasoning for decisions, includes appropriate people in decision-making processes.
- **Planning/Organization**: Prioritizes and plans work activities, sets goals and objectives, organizes or schedules other people and their tasks.
- **Professionalism**: Approaches others in a tactful manner, treats others with respect, and follows through on commitments.
- **Adaptability**: Adapts to changes in the work environment, manages competing demands.
- **Attendance/Punctuality**: Consistently at work and on time, ensures work responsibilities are covered when absent.
- **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.
- **Confidentiality**: Safeguards all employee records and information and maintains the highest confidentiality protocols.

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.

Required Education and Experience:

- High School Diploma or GED.

- Two-year accounting or payroll certificate from college or technical school.
- At least 3 years of experience processing payroll.
- Familiarity with fund accounting.
- Must have experience processing payroll using computer software similar to Multiple Operations Management Software (MOMS), or other in-house payroll systems.
- Must be able to reconcile all taxes, deductions, and accruals using excel spreadsheets.
- Must be familiar with online payments of payroll taxes and vendors.

Preferred Qualifications

- Experience with staff larger than 15.
- Experience working with Tribes or Indigenous organizations.
- Demonstrated experience in fund accounting.
- Knowledge of federal, state, and local taxes, garnishments, insurance, and accruals.

Ability to:

- Read, analyze, research, report, communicate clearly, and resolve issues.
- Write reports, create spreadsheets and charts, and or logs.
- Meet deadlines.
- Work under stress of deadlines.
- Effectively present information and respond to questions from groups of managers, Tribal Council, Community Council, customers, and the general public.

Other Qualifications

- Must possess a valid Driver's License and be insurable by Trinidad Rancheria Insurance Policy
- Must pass Background Investigation.
- Must pass a pre-employment drug screen.
- Must be able to travel less than 5% of the time.
- Indian preference for qualified applicants.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

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.

While performing the duties of this job, the employee will work in an environment where the noise level is usually moderate, and performed indoors in an office setting.

Signature_____

Date_____