



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Payroll Clerk
DEPARTMENT: Finance
CLASS: Regular Full-Time/Non-Exempt
SALARY: D.O.Q
OPENS: July 07, 2016
CLOSES: Open Until Filled

POSITION SUMMARY:

Under the general supervision of the Finance Director, the Payroll Clerk pays employees by calculating pay and deductions; issuing checks.

ESSENTIAL FUNCTIONS:

- Regular attendance is essential.
- Maintains payroll information by collecting, calculating pay and deductions; issuing checks.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- High School Diploma or GED;
- Basic knowledge of accounting procedures;
- 3-5 years of related accounting experience;
- Basic knowledge of payroll processing;
- Analyzing information;
- Data Entry Skills;
- Attention to Detail;

- General Math Skills;
- Payroll experience preferred;
- Financial Software;
- Reporting Skills;
- Strong communication skills required;
- Maintain confidentiality.
- Must pass a background check.
- Must submit to and pass a pre-employment drug/alcohol and random screenings.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities