

**Sitka Tribe of Alaska
Job Description**

Title: Payroll Technician

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| Exempt: Yes | Salary Level: \$35,000-40,000 |
| Benefits: Yes | Department: Administration |
| Reports to: Finance Director | Hours: 8:00 – 4:30 p.m. |
| | Close Date: 8/10/10 |

I. SUMMARY:

Provides support to Finance Director in two (2) main areas: Payroll and Bank Reconciliations. Prepares reports and attends meetings as detailed in duties and responsibilities. To successfully do the job, must adequately perform all duties and responsibilities outlined below.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Payroll

- Performs all aspects of the monthly payroll process
- Ensures that payroll time sheets comply with Sitka Tribe of Alaska standards, verifying validity and accuracy
- Enters time sheet data into the payroll computerized database including employee withholding tax and benefit data
- Prepares and reviews payroll registers
- Prepares final payroll, paychecks and reports per STA payroll policy
- Prepares and maintains payroll records, including pay rate, deductions, and benefits
- Prepares checks for payroll taxes and benefit payments to appropriate State, Federal or local agency within 3 working days
- Maintains wage, benefit, personal and sick leave files
- Answers payroll processing questions from employees, assists employees as necessary in filling out payroll related forms
- Prepares and reconciles quarterly, annual, year-end reports and W-2s in a timely manner
- Maintains Employee Accounts Receivable Account
- Assists in the preparation of reports and account summarizes as requested
- Assists in preparation of the annual year end audit reports as requested by Supervisor

B. Bank Reconciliation Duties

- As assigned by Finance Director

C. Reports, Meetings and Other

- Keep Finance Director informed concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems
- Maintain close communication with Finance Director on a daily basis and participate in regular weekly staff meetings of the Finance Department
- Prepare monthly reports of activities and any items assigned to prepare by the Finance Director for inclusion in the Tribal Council regular meeting packet

- Prepare report for inclusion in the Finance Directors report to Tribal Citizens in quarterly Newsletters and the Annual Report
- Attend STA all staff meetings
- Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year.
- Respond to questions/comments in a courteous and timely manner
- Maintain confidentiality of all financial information
- In the absence of other finance office staff, temporary assist in required duties as requested by the Finance Director
- Other duties as assigned by the Finance Director

MINIMUM QUALIFICATIONS

A. Education and work experience

- Graduation from High School or possession of GED
- Graduation from an accredited college or university with a Accounting Degree or closely related field
- Three years of general accounting experience

OR

- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work(full documentation required)

B. Knowledge, Skills and Abilities

- Knowledge of basic accounting principles and procedures
- Knowledge of payroll and budget accounting and bank reconciliation
- Possess strong analytical, problem solving and organizational skills
- Ability to use an integrated accounting software system and Microsoft Excel in budget and report generation
- Ability to handle multiple tasks
- Ability to handle confidential employee and administrative information with tact and discretion
- Ability to operate a ten key calculator appropriate to assigned duties
- Ability to communicate well with others, both orally and/or in writing using both technical and non-technical language
- In previous employment, demonstrated ability to be a reliable worker

C. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check. No individual may fill this position who

- has been convicted of any crime involving a sexual offense
- has ever been convicted of a felony
- has ever been convicted of a misdemeanor involving theft or dishonesty or a violation of a gambling law

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor

D. Drug and Alcohol Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol