

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-64A

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Payroll Technician
OPENING DATE: October 21, 2015
CLOSING DATE: Open Until Filled
DEPARTMENT: Accounting
SALARY RANGE: NE-10; \$29,682 - \$44,512

Position Summary:

Under general direction of the Accounting Supervisor, the Payroll Technician accomplishes the objectives of the Accounting Department by coordinating and preparing all payroll functions and activities and ensuring the production and accuracy of the Pueblo's payroll. Maintains strict confidentiality of all privileged information in the Accounting Department.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Receives, verifies, and imports timesheets into payroll system on a bi-weekly basis.
- Prepares Pueblo Council, Staff Officers and delegation payroll checks as requested.
- Ensures accuracy of payroll by reviewing data and correcting errors and discrepancies; communicates with departments and program managers to address errors and identify improvements.
- Reviews paid time off (PTO) and reconciles balances as needed.
- Review payroll deductions, i.e. taxes, child support, garnishments, student loans, utility and housing payment, etc.
- Calculates retroactive payroll payments for process and apply as needed.
- Participates and prepares data for monthly, quarterly and annual financial, tax and other required payroll audits.
- Generates bi-weekly payroll checks and backup data; reviews and produces advance check requests. Communicates to supervisor the justification and preparation of payroll checks to be voided.
- Reviews, prepare and transmits payroll direct deposit information for electronic transfer; confirms final transmittal.
- Prepares electronic funds transfer for federal and state taxes; reconciles liability accounts.
- Prepares check requests for the following payments: child support, housing, garnishments, and other deductions.
- Prepares quarterly 941 reports, and year-end W-2s, as well as any other required periodic reports of earnings, taxes, and deductions according to established timelines and regulations.
- Prepares payroll journal entries for each pay period and payroll accruals including payroll cost code re-class; bi-weekly and annually.
- Maintains accurate records; files and maintains backup documentation of payroll records.
- Creates payroll reports as required or needed.
- Maintains the Pueblo's Petty Cash Fund; audit disbursements and monthly reconciliation.
- Responds to requests from employees regarding payroll & timesheet entry questions or concerns.
- Examines and investigates payroll related concerns and determines solution.
- Interprets and assures compliance of the Pueblo's Personnel Policies as it relates to compensation.
- Applies and accepts short-term and long-range goals and objectives by following directives.
- Represents the Accounting Department and the Pueblo through effective communication and establishing positive relations with internal and external entities regarding service and operation.
- Communicates with co-workers, management, clients, vendors and the general public in a courteous, professional, customer focus manner.
- Maintains professional and technical knowledge related to position by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Consistently applies the Pueblo's Core Values and Workforce Values supporting Workforce Excellence.
- Performs other duties as required.

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Minimum Qualifications:

Associate's Degree in Accounting, Finance, Business Administration, or related field required. Must have two (2) years payroll or related experience. An equivalent combination of education and experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Payroll Technician is designated at a **High Risk Public Trust (HRT)** position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Credit History & Bonding	X

Knowledge, Abilities, and Skills:

- Knowledge of traditional form of government, pueblo customs and traditions, and the functions and structure of the Pueblo of Laguna.
- Knowledge of payroll and accounting practices, policies, procedures, regulations and reporting requirements.
- Knowledge of data entry, bookkeeping and record-keeping practices.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic mathematical skills.
- Knowledge of modern office practices, procedures and equipment.
- Ability to communicate effectively in the English language, and preferably in the Laguna language.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to maintain strict confidentiality.
- Ability to follow and carry out verbal and written instructions.
- Ability to work independently, handle multiple tasks, and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
- Skill in operating business computers and office machines, including Windows environment, specifically Word, Excel, Access, PowerPoint, Outlook and accounting software programs.
- Skill in preparing, reviewing, and analyzing payroll liability accounts.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLemployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES