



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

POSITION DESCRIPTION

Position: Payroll Technician

Salary: \$15.00 - \$17.00 per hour

Opening: Monday, April 12, 2021

Closing: Friday, April 23, 2021

BASIC FUNCTIONS:

Under the supervision of the Comptroller, the individual is responsible for performing work involved in the maintenance of the Tribe's payroll; maintain employee payroll information in an integrated information data system; audit and process incoming payroll data; assist departments with applicable forms and processes; compile and administer salary increases and retro pay.

DUTIES & RESPONSIBILITIES:

- Processes regular and supplemental payroll for all employee groups; performs payroll calculations in a timely manner
- Reconciles and verifies information from PAYCOM/or similar Payroll System; reports of hours worked to dollars paid out as well as annual and sick time hours to ensure our accounting system balances with the bi-weekly payroll disbursements.
- Reconcile all Payroll Deductions (child support, garnishments, health insurance, utilities, rent, etc.)
- Compiles data and calculates retroactive salaries to produce retroactive checks in addition to normal payroll processing.
- Confirms and verifies PAYCOM/or similar Payroll System calculations for all garnishments in accordance with regulations; processes deductions and disburse payments verifies and enters voluntary payroll deductions for disbursement.
- Develops and maintains payroll spread sheets; compiles, analyzes, calculates and audits information from all relevant PAYCOM/or similar Payroll System forms; process adjustments, codes and enters information into the payroll system.
- Notifies Comptroller/Finance Manager for stop payment requests and any other activities outside of the normal process.

- Generates emergency checks, payroll accounts receivable and accounts payable, cancels/rewrites of checks, calculates and processes expenditure fund transfers with salaries and fringe benefits by preparing journal entries; processes internal advances for emergency situations.
- Researches questions and computations regarding gross pay, salary, deductions, garnishments, and retroactive pay; interprets and explains Tribes payroll practices and procedures to employees.
- Maintains continuous education on Payroll Tax Laws and Regulations.
- Maintains confidentiality of all Tribal Information as well as employee personal information.
- Performs other duties as assigned by the Comptroller/Finance Manager.

QUALIFICATIONS:

- AA/BA and/or Accounting/Business Certifications in Accounting/Finance/Business and/or 2-5 years of experience working with PAYCOM/or similar Payroll System, knowledge of accounting.
- Valid Driver's License
- Ability to work independently, self-started, energetic, and an Analytical thinker.
- Ability to multi-task, prioritize and work efficiently under pressure and the willingness to learn.
- Ability to anticipate work needs a follow through with minimum direction
- Good mathematical background
- Have an understanding of Federal, State and Tribal tax laws and regulations.
- Must be knowledgeable of computers, Excel spreadsheets and/or accounting software is preferred.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

**Quechan Indian Tribe
Human Resource Department
350 Picacho Road
Winterhaven, CA 92283
Telephone: (760) 919-3600 Ext. 280
Fax: (760) 919-3661**

**Mailing Address:
P. O. Box 1899
Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.

