

FORT BELKNAP INDIAN COMMUNITY

TITLE: Payroll Clerk

STATUS: Permanent/Full-Time

DEPARTMENT: Accounting

SALARY:

SUPERVISION RECEIVED: Works under the general supervision of the Controller and Payroll Supervisor.

SUPERVISION EXERCISED: None

NATURE OF WORK: Under general supervision, performs professional clerical tasks related to payroll functions and related work as required or assigned.

TYPICAL DUTIES: (Illustrative Only)

- Primary responsibility for clerical tasks associated with payroll.
- Primary responsibility for integrity of payroll records and filing system.
- Assists with verification and coordination of time records, as assigned
- Distributes payroll reports, assist with research of records.
- Assist with preparation and organization of audit work papers and files.
- Data entry of all types of payroll related information in computerized accounting system and organizes and maintains all of payroll records.
- Responsible for maintenance and organization of records for all taxing authorities.
- Applies principles of accounting to analyze financial information and prepare payroll reports by maintaining filing system for all payroll records.
- Provide back up to Payroll Supervisor and all other clerical staff within the Accounting Department, as assigned.
- Performs other duties that can be reasonably expected to promote the efficiency of the Accounting Department.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- Modern filing and record keeping practices and procedures
- Automated payroll systems and applicable software applications
- Tribal Ordinances, Internal Revenue Service and State Wage-Hour Regulations
- Modern office practices and procedures
- Tribal purchasing and accounts payable principles and practices

Skills to/in:

- Typing and keypad (10-key) entry.
- Using modern word processing and spreadsheet programs.

Ability to:

- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Establish and maintain effective working relationships with employees and the public.
- Communicate effectively

MINIMUM QUALIFICATIONS:

High School Diploma or GED. One (1) year experience in an office setting; OR; any combination of academic education, professional training or work experience which demonstrates the ability to perform the duties of this position.

SPECIAL CONDITIONS:

1. Possess a valid State of Montana issued Driver's License and be eligible at ordinary and reasonable cost for inclusion with the Tribally contracted Master Insurance Policy.
2. Incumbent will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug/Alcohol Free and Alcohol Testing Policy, prior to and during employment.
3. Incumbent will be subject to a background investigation to include work history and criminal history.
4. Incumbent must not have ever been convicted of a felony offense within his or her lifetime.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.