



## Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive

Oakhurst, CA. 93644

(559) 412-5590

---

---

### **POSITION DESCRIPTION – Payroll Clerk**

---

---

**Reports To:** Finance Director

**Department:** Fiscal

**Status:** Full-time

**Salary Range:** DOE

---

#### **Summary & Scope of Position:**

Payroll Clerk processes three bi-weekly payroll in PAYCHEX and 3 monthly payrolls. Is responsible for maintaining current payroll files, processing payrolls, 401K, recording payroll journals and other tasks as needed.

#### **Primary Responsibilities:**

1. **Ability to maintain confidentiality is mandatory;**
2. Ability to work quickly and accurately in a busy office;
3. Audit payroll reports prior to transmission of information;
4. Ability to resolve payroll issues within established guidelines;
5. Keep employee records and computer records updated with correct employee information;
6. Ability to create excel spreadsheet for posing of Journal Entries;
7. Process New hires, Terminations and personnel changes promptly and accurately;
8. Working knowledge of Excel and other software applications;
9. Excellent client service skills and communication skills;
10. Effectively work in a team-oriented environment;
11. General office duties, filing, mailing, telephone etiquette;
12. Process debit cards to new Tribal Members;
13. Other duties and assist as assigned and as needed.

#### **Requirements and Qualifications:**

1. Required Two (2) years related experience in a computerized accounting environment, preferably within a payroll function;
2. Prior experience with PAYCHEX software for Payroll; Flex, Stratus Time or like software;
3. Requires a valid California Drivers License, with clean driving record;
4. May require local travel and occasional out-of-town travel;

5. Must have a good work ethic, good “people skills” and organizational skills;
6. Must have good oral communication skills, particularly with senior citizen;
7. Must be sensitive to American Indian culture and tradition;
8. Must have good time management; schedules, ability to prioritize, and the ability to multi-task;
9. Strong organizational skills, attention to detail;
10. Must be flexible; with the ability to adapt to rapidly changing priorities;
11. Be insurable through the PRCI insurance carrier;
12. Must be able to pass a pre-employment drug test and background check;
13. Must have the ability to work independently in a time-sensitive environment;
14. Must possess sound decision-making skills and multi-task while working in an environment of stress with specific deadlines;
15. Must have the ability to document all procedures into a binder manual.

*IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.*

\_\_\_\_\_  
(Approval Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)