



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93644

(559) 412-5590 – FAX (559) 666-3321

POSITION DESCRIPTION – Payroll Clerk

Reports To: Finance Director

Department: Administration

Status: Non-Exempt

Salary Range: DOE

Summary & Scope of Position:

The Payroll Clerk will assist with the daily functions of the Human Resource (HR) department including, but not limited to hiring and interviewing staff, terminations, benefits, personnel policy enforcement, and updating company policies and practices. They will also process three bi-weekly payrolls in PAYCHEX and 3 monthly payrolls. Responsible for maintaining current payroll files, processing payrolls, 401K, recording payroll journals, and other tasks as needed.

Duties & Responsibilities:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training
- Assists with recruiting, and interviews of qualified job applicants for open positions
- Conducts background checks and employment eligibility verifications
- Conducts new hire orientation and employee recognition programs
- Process New hires, Terminations, and personnel changes promptly and accurately
- Handles employment-related inquiries from applicants, employees, and supervisors
- Maintains compliance with federal, state, and local employment laws and regulations
- Ability to work quickly and accurately in a busy office
- Audit payroll reports before transmission of information
- Resolve payroll issues within established guidelines
- Keep employee records and computer records updated with correct employee information
- Excellent client service skills and communication skills
- Effectively work in a team-oriented environment
- General office duties, filing, mailing, telephone etiquette
- Performs other duties as assigned

Qualifications:

- Associates degree in Business Administration or related field preferred
- At least 3 years of human resource/payroll experience preferred
- Thorough knowledge of employment-related laws and regulation
- Working knowledge of Excel and other software applications
- Proficient with Microsoft Office Suite or related software
- Proficiency with or the ability to quickly learn the organization's Policies and Procedures

- Excellent time management skills with proven ability to meet deadlines
- Excellent organizational skills and attention to detail
- Ability to act with integrity, professionalism, and confidentiality
- Prior experience with PAYCHEX software for Payroll; Flex, Stratus Time, or like software
- Requires a valid California Drivers License, with a clean driving record
- May require local travel and occasional out-of-town travel
- Must have a good work ethic, good “people skills” and organizational skills
- Must have good oral communication skills
- Must be sensitive to American Indian culture and tradition
- Must have good time management; schedules, ability to prioritize, and the ability to multi-task
- Strong organizational skills, attention to detail
- Must be flexible; with the ability to adapt to rapidly changing priorities
- Be insurable through the PRCI insurance carrier
- Must be able to pass a pre-employment drug test and background check
- Must have the ability to work independently in a time-sensitive environment
- Must possess sound decision-making skills and multi-task while working in an environment of stress with specific deadlines
- Must have the ability to document all procedures into a binder manual

Requirements:

- Must be able to pass a thorough background check and pre-employment drug and alcohol test
- Must adhere to Tribal drug and alcohol policy
- Keep regular hours of operations as prescribed by the immediate supervisor, Tribal Administrator, and Tribal Council
- Must have a valid Driver’s License
- The ability to maintain confidentiality is mandatory

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Must be able to multitask and complete tasks as given.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is required to frequently stand, walk, sit, bend, twist, talk, and hear. There are prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with vendors and staff. The employee must be able to access and navigate each department at the organization’s facilities.

MENTAL DEMANDS

There are several deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

PRCI TRIBAL PREFERENCE

For purposes of hiring, promotions, transfers, and training all candidates must possess the "Minimum Qualifications" stated in the job description or job announcement. Minimum Qualifications are defined as those entry-level qualifications essential to the performance of the basic responsibilities for each job category, including but not limited to education, training, specific work experience, employment record and physical skills (where applicable). Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training and hiring. First, enrolled Tribal Members who meet the Minimum Qualifications shall not be denied if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enrolled Tribal Members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate. If more than one person at the same preference level meets the Minimum Qualifications the decision-makers shall have discretionary authority to make the appropriate business decision in the best interest of the Tribe. Accordingly, when preparing job descriptions or job announcements care should be taken to establish qualifications that fit the desired needs of the position.

INDIAN PREFERENCE STATEMENT

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

Employee Signature

Date

Approval Signature

Date