

CHEYENNE RIVER SIOUX TRIBE
PAYROLL OFFICE
PAYROLL TECHNICIAN II

DESCRIPTION OF WORK

General Statement of Duties: Performs specialized duties related to payroll processing and complex clerical assignments.

Supervision Received: Works under the immediate supervision of the Payroll Director.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Receives and reviews timesheets for completion and accuracy of hours submitted for payment, also insures accuracy of annual, sick and comp time leave balances.

Prepares cover sheets from timesheets for payroll processing.

Shares responsibility of inputting payroll deductions, payroll changes, vendor payments and hours with the Payroll Director.

Reviews employee's eligibility to receive payroll deductions and issues payroll deductions.

Maintains payroll files on all Tribal employees including payroll changes, payroll deductions, social security, termination, resignation and other appropriate documents.

Sorts payroll checks and prepares for distribution to designated programs.

Maintains employee records and information in a confidential manner.

Prepares payroll boxes for numerical filing for movement from Payroll to Central Records.

Performs related work as required.

Acts as delegation of authority as directed by the Payroll Director.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must be computer literate. Ability to operate a computer with little or no supervision after initial training orientation is complete. Must have considerable knowledge of the procedures and techniques of electronic data processing, computer operation and general office machines in relation to payroll. Working knowledge of accounting and payroll procedures. Ability to work with numbers accurately and with reasonable speed. Ability to follow verbal and written instruction. Ability to establish and maintain effective working relationships with other employees and the public.

Education: High school graduate or equivalent with course work in bookkeeping, accounting or general office procedures.

Experience: Two (2) years of experience in general accounting, bookkeeping or related areas.

OR

Any equivalent combination of education and experience.

Special Requirements: This position will be required to maintain confidentiality as advised by the supervisor. Political activities strictly prohibited. Incumbent is subject to CRST Drug Testing Policy and subject to Tribal/local, Federal and State background checks.

Revised Date: 10.25.17