

CHEYENNE RIVER SIOUX TRIBE
PAYROLL OFFICE
PAYROLL DIRECTOR

DESCRIPTION OF WORK

General Statement of Duties: The Payroll Director is responsible to organize an accountable bi-weekly payroll following established policy for the Cheyenne River Sioux Tribe.

Supervision Received: Works under the direct supervision of the Tribal Comptroller and the general supervision of the Tribal Treasurer.

Supervision Exercised: Exercises supervision over payroll staff.

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

Reviews (i.e. timesheets, etc.) from Human Resources or Tribal Departments for completeness. Verifies payroll information received from all Tribal Departments.

Prepares payroll from timesheets and includes input of payroll changes, payroll deductions, W-4's and related data.

Responsible for notifying appropriate Tribal Departments concerning discrepancies on timesheets, leave slips, compensatory time slips, etc for correction.

Shares responsibility of entering payroll deductions, payroll changes, vendor payments and hours with the payroll assistant.

Follow the accounting manual regarding Personnel Accounting Procedures, Time Reporting Procedures, Payroll Preparation, Issuance of Employee checks, Deduction Payment Procedures, Tax Deposits, Employer's Quarterly Tax Return Processing Procedures, Annual Unemployment Tax Reporting Procedures and Annual Wage Reporting (W-2) Procedures. Runs Quarterly Workers Compensation report and submits it to the appropriate department for processing.

Input information from payroll change report to master file on computer.

Maintains a payroll system operating on an imprest basis, integrated with the accounting system whereby the appropriate general ledger accounts are posted for each payroll.

Operates computer using current payroll software, prepares computerized payroll computation and reviews computer printouts for accuracy and completeness.

Prepares finance voucher for each bank to reimburse the payroll account for wages. Amount is obtained from payroll bank report. Restrictively endorse checks and prepare deposit slip. Mail deposit via certified mail to depository account. Payroll deposit should be in the mail every Thursday prior to payday Friday.

Requests an authorized personnel to input code for check signing.

Prepares and electronically files Federal Withholding, Employee FICA, and Employers FICA as shown to Take Total Report.

Solves problems concerning payroll, answers inquiries and enforces payroll policies.

Assumes full responsibility for the department and its function.

Prepares Quarterly Federal 941 Report. Mail signed original Return to the proper authority according to instruction contained on the Return.

Prepares vendor checks for distribution with three (3) working days after payroll is run.

Coordinates with Loan Office on requests and payments.

Organize and maintain time management techniques to effectively carry out payroll tasks in a timely manner.

Maintain employee records and information in a confidential manner. -

Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of the practices, procedures and techniques of electronic data processing. Must have knowledge in payroll tax reporting using electronic techniques such as magnetic media, etc. Must be knowledgeable in general office practice and procedures. Ability to learn and retain computer-programming capabilities. Ability to effectively establish and maintain public relation with all department. Works with reasonable speed and maintains quality service.

Education: High school graduate or GED equivalent with course work in bookkeeping, accounting or a related field.

Experience: Three (3) years experience in payroll and/or accounting procedures

Or

Any equivalent combination of education and experience.

Necessary Special Requirements: Position requires the individual to be bonded. Must maintain personal financial integrity.

Revised: 06/2006