

CHEYENNE RIVER SIOUX TRIBE
PAYROLL OFFICE
PAYROLL TECHNICIAN I

DESCRIPTION OF WORK

General Statement of Duties: Performs a variety of clerical work pertaining to the payroll function requiring moderate exercise of independent judgment.

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

Supervision Exercised: None.

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

Answers the telephone, takes and delivers messages to the appropriate staff members.

Files incoming payroll documents; maintains payroll files on all Tribal employees including payroll changes, payroll deductions, social security information, terminations, dismissals, resignations, and other documents.

Greets the public in a professional and courteous manner and receives inquiries from the public by telephone or in person and furnishes general information or directs inquiry to the proper source for answer.

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

Assists with preparation of payroll boxes for movement from Payroll to Central Records.

Assists with preparation of cover sheets from timesheets for payroll processing.

Maintains employee records and information in a confidential manner.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of basic computer operations. Working knowledge clerical procedures and practices. Must have knowledge of the procedures and techniques of electronic data processing, computer operation and general office machines in relation to payroll. Working knowledge of account and payroll procedures. Ability to work with numbers accurately and with reasonable speed. Ability to follow written and verbal instructions. Ability to read and comprehend simple instructions. Ability to work professionally with Tribal employees, the general public, outside program personnel, vendors, and superiors.

Education: High school diploma or GED.

Experience: Six months of customer service experience. Some clerical experience. Basic knowledge utilizing computers.

Confidentiality is very important when working in the Payroll department. It is expected that all matters and transactions pertaining to Payroll will be kept confidential. Failure to comply will be cause for dismissal.

THIS POSITION IS STRICTLY PROHIBITED FROM PARTICIPATING IN POLITICAL ACTIVITY.

Incumbent is subject to the CRST Drug Testing Policy; subject to Tribal/local, Federal, and State background checks.

Revised Date: 01.30.18