



Swinomish Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476

P.O. Box 817 • 11404 Moorage Way
LaConner, Washington 98257

JOB DESCRIPTION

Job Title: PAYROLL SPECIALIST

Note: Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

Position Summary:

Primary duties include the maintenance, processing and record keeping of payroll for over 350 employees. Secondary duties include task to assist the tribe with the strengthening of internal controls within the Accounting Department.

Primary Duties:

- Handle the administration of the electronic timekeeping system, which includes setting up employee timesheets according to personnel records and reviewing timesheets to ensure accuracy of approved timesheets.
- Assist directors and employees with inquiries related to the electronic timesheet system.
- Review timesheets ensuring that time records are accurate and that any inconsistencies or errors are resolved prior to processing.
- Process payroll according to the tribes approved personnel manual.
- Track and deduct all garnishments and other special payroll deductions.
- Review payroll reports for accuracy before payroll transactions are finalized.
- Generate Payroll Checks and Direct Deposit files for timely distribution of payroll.
- Process amended timesheets and make appropriate earnings and leave adjustments.
- File documents into appropriate files in a timely manner.
- Participate in payroll and timesheet audit activities.
- Communicate with Human Resources to make necessary changes and updates to employee records.

Secondary Duties:

- Prepare and import cash receipts journals into the tribes accounting system.
- Prepare, distribute and reconcile monthly billings to inter-governmental and intra-governmental agencies.
- Other Duties as assigned.

Other Duties:

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Qualifications:

- High School Diploma or equivalent required.
- 3 or more years' experience working in payroll, or similar role.
- Proficient in Microsoft Office Programs, especially Excel.
- Proficient with 10-Key.
- Strong skills using and understanding the flow of transactions in an integrated and automated payroll accounting system.
- Strong understanding of the payroll process and payroll taxes.
- Excellent communication skills, both written and verbal.
- Strong organizational skills, and the ability to work under pressure.
- Team-player with excellent interpersonal skills.
- Ability to handle and prioritize multiple task and meet all deadlines.
- Excellent problem solving/judgment skills and a high level of attention to detail and accuracy.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to maintain confidentiality and exercise extreme discretion.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

APPLICATION INSTRUCTIONS

- Request an Swinomish Tribal Community application by calling (360) 466-1216 or e-mail to hr@swinomish.nsn.us
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Include the completed Swinomish Tribal Community application form; **Do not write "see resume" on the application.**
- Return cover letter, resume, and application, to Alethia Edwards, Human Resource Director.

Swinomish Tribal Community

Personnel Office

11404 Moorage Way

La Conner, WA. 98257

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. A successful applicant must meet minimum standards of character based on a background check.