

POSITION DESCRIPTION

POSITION: Payroll Manager
LOCATION: S/M Community
SALARY: 19.88 Exempt
Supervised by/Reports to: CFO
Division: Admin

POSTING DATE: 5/4/21
CLOSING DATE: 5/12/21
PAYGRADE: 6
Department: Finance

GENERAL RESPONSIBILITIES: The Payroll Manager is responsible for the overall maintenance of the payroll functions and the direct supervision of the Payroll Specialist. The Payroll Manager works under the direct supervision of the Chief Financial Officer.

DUTIES:

1. Perform the function of Payroll Manager for the Tribe. Has Supervision responsibility for the Payroll Specialist.
2. Review and verify that all work entered by the Payroll Clerk is accurate and complete.
3. Process weekly tribal payroll and related taxes.
4. Prepare Payroll's weekly liabilities to be processed for payment to data entry.
5. Prepare quarterly and year-to-date summaries of gross wages, federal taxes, state taxes, and FICA taxes.
6. Prepare quarterly 941's and State Unemployment Reports.
7. Prepare annual reconciliation of wages and W-2 forms.
8. Reconcile all payroll liabilities on a monthly basis.
9. Enter and verify accuracy of all Personal Time Off in employee's files on a monthly basis.
10. Run reports for Human Resources, Mohican Nation Insurance and employees for the various tribal programs (worker's comp, 401(k), savings bonds, audits, etc.).
11. Verify accuracy of all entered employee deductions.
12. Oversee all payroll functions that are not mentioned above.
13. Must maintain an acceptable departmental attendance record.
14. Must be reliable and prompt when reporting to work.
15. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
16. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
17. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1.
 - A. A Bachelors Degree in Accounting or Business Administration *and* one year practical experience that must have included performing the functions listed in duties.
 - B. An associate degree in accounting *and* three years practical experience that must have included performing the functions listed in duties.
2. The applicant must be able to pass a test prepared by the Administrator of Finance to prove they have achieved the technical competency required to perform at this level.
3. Applicant must be detail orientated and have excellent time management and organizational skills.
4. Experience working with Great Plains and an HR information system is preferred.
5. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology is a must.
6. Must be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
7. Previous experience in working with Tribal organization is preferred.
8. Must possess effective organizational and communication skills.
9. Must obtain and maintain coverage under the employer's Employee Dishonesty policy.
10. Must submit to a Criminal Investigation Background check.
11. Confidentiality of all information is required; an infraction of this requirement will result in immediate dismissal.
12. Must be willing to attend all applicable training.
13. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must be eligible for coverage under the employer's liability insurance.
15. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
16. Must be able to meet physical requirements of position.
17. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:

Revised Position: 10/29/03

Tribal Council Approved:

Tribal Council Approved:11-5-19