



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

|                           |                      |                                     |
|---------------------------|----------------------|-------------------------------------|
| <b>Position Title:</b>    | <b>Payroll Clerk</b> |                                     |
| <b>Department:</b>        | <b>Finance</b>       |                                     |
| <b>Employment Status:</b> | <b>Non-Exempt</b>    | <b>Payrange: NE8</b>                |
| <b>Opening Date:</b>      | <b>March 5, 2025</b> | <b>Closing Date: March 21, 2025</b> |

#### **Job Summary**

Assists in the organization's payroll productions and reporting. Ensures compliance with applicable regulations, including time and attendance systems and all related payroll tax compliance.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### **Duties and Responsibilities**

- Calculates and inputs wages and deductions, including rents, taxes, loans, insurance and pension premiums, garnishments, child support, and other payroll deductions into computerized payroll system.
- Ensures accurate time records and balances, by effectively posting timesheets, reviewing data, and correcting errors and discrepancies.
- Assists in processing payroll for employees by collecting, calculating and transferring or entering employee's hours.
- Assists in setting up employees and maintains time clocks and time clock database.
- Assists in ensuring accurate payroll for regular staff, generates payroll checks, and reconciles payroll checks. Calculates retroactive payments as necessary.
- Assists in processing of retirement payments.
- Coordinates payroll matters with other departments and assists department timekeepers.
- Researches records for payroll-related inquiries.
- Verifies direct deposit file accurately posts to employee accounts.
- Works with Human Resources department to coordinate employee benefit deductions.
- Assists with preliminary reconciliation to the General Ledger to ensure proper payroll allocations.
- Assists in compiling data for audits.
- Assists with year-end processing of W-2's and 1099's.
- Performs other duties as assigned.

#### **Minimum Qualifications**

- High School Diploma or GED.
- Bachelor's Degree in Finance or Accounting preferred.
- Two years payroll experience.
- Must have strong computer skills.
- Excellent ten-key and data entry skills.
- Must possess valid State driver's license and meet Tribal insurance standards.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Selection will comply with "Tribal Preference Hiring" Ordinance 06-02.

***Tribal preference and Native American Indian preference shall apply to all positions.***

### **Knowledge, Skills and Abilities**

- Knowledge of tax regulations.
- Knowledge of the payroll aspects of employee benefits policies, procedures, and reporting requirements.
- Knowledge of research methods and techniques.
- Knowledge of payroll processing methods.
- Skill in account balancing.
- Skill using 10-key, inventory and accounting software.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to accurately enter information into computer systems.
- Ability to make procedural decisions and judgments involving sensitive and confidential issues under stressful conditions.
- Ability to utilize and manage automated payroll and/or human resources information systems.
- Ability to write reports and business correspondence.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to follow instructions in verbal and written format.
- Ability to use good judgment and foresight.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand, walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

### **Work Environment**

Work is generally performed in an office or indoor setting with a moderate noise level. Evening, weekend, and/or holiday may be required.

**Please submit an Application for Employment or resumé to the Human Resources Department, 575-464-9276. Applications are available on the Tribal website, [www.mescaleroapachetribe.com/careers/](http://www.mescaleroapachetribe.com/careers/).**