

JOB ANNOUNCEMENT

POSITION: Payroll Clerk/Benefits Coordinator

PROGRAM: Finance

SUPERVISOR: Assistant Chief Finance Officer

SALARY RANGE : \$22.54/hr. (Grade 19, Step 01)

CLASSIFICATION : NON-EXEMPT

LOCATION: Owyhee, NV

OPENS: November 6, 2025

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

135

Special Considerations: This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive

personal data and employee payroll information as well as cash and checks. This individual must meet and maintain bonding requirements.

SUMMARY OF FUNCTIONS:

The Payroll Clerk/Benefits Coordinator is responsible for processing payroll on a bi-weekly basis, including required payroll reports and filing of benefits offered by the Tribes. This person is responsible to oversee and maintain an orderly payroll office to ensure efficiency and accuracy and meet the requirements of the annual audit. Must process all required taxing authority documents and make required payments in a timely manner. Must be willing and able to work independently and exercise independent judgment. Must maintain confidentiality of all payroll, personnel and finance information and communicate this information with others outside the Finance Department. Must work with the Human Resources Department to ensure the accuracy of the payroll records and payroll processing.

SPECIFIC DUTIES:

1. Receives employee timesheets, calculates, prepares and processes the Tribes' payroll on a bi-weekly basis.
2. Responsible for maintaining current and complete individual employee records in accordance with the Tribes policies and in compliance with Federal Labor Laws and audit requirements.
3. Prepares and files payroll tax deposits and related payroll reports on an accurate timely basis in accordance with the Tribes' policies and Federal/State requirements.
4. Processes payment requests for payroll deductions/payables and maintains current files on same.
5. Reconciles payroll payable accounts on a regular basis, but not less than monthly, initiating journal entries to correct out of balance activity.
6. Ensures the integrity of the Payroll accounting module at all times and brings any problems or discrepancies to the attention of the Chief Financial Officer.
7. Responsible for maintaining the confidentiality and privacy of all payroll and personnel records.
8. Assists and coordinates with finance staff in posting, filing and other fiscal activities as needed in maintaining efficiency in the finance office.
9. Works closely with finance staff and auditors in the Tribes' yearly audit process.
10. Prepares and files the required payments and reports for the fringe benefit offered to the employees of the Shoshone-Paiute Tribes.
11. Reconciles and processes monthly statements for health insurance, life insurance, retirement or disability benefits offered by the Tribes as well as any new benefits as they become available.
12. Serves as backup for the daily cash reconciliation process, bank deposit and travel.
13. Review and reconcile Annual Leave and Sick Leave balances every payroll to ensure employees are not using benefits for which they are not entitled.
14. Review and clear sick leave balances on terminated employees.
15. Process employment verifications.

16. Process child support, IRS, levy's and garnishments as they are presented.
17. Process and prepare quarterly Federal and State payroll reports.
18. Process monthly files for transmission to: Aflac, New York Life, Globe Life, Legal Shield and any other providers that require the information in excel format.
19. Review and reconcile Summit-Medical Insurance on a weekly basis.
20. Review and reconcile Blue Cross statements on a monthly basis.
21. Ensure prior employees on COBRA have made their required payments.
22. Process 401K Year-End Census reports.
23. Preparation of the payroll calendar for Tribal Council approval. In conjunction with the Human Resources department.
24. Preparation of annual W-2 and W-3 documents and electronic submission.
25. Provide front line support to employees with payroll or payroll related questions.
26. Provide secondary verification by counting down and balancing daily till.
27. Provide back phone coverage as needed.
28. Attend all payroll and/or personnel benefits related meetings.
29. Stay current on all payroll tax and related notifications/changes.
30. Prepare and copy all information necessary for the annual audit.
31. Must act in a professional and courteous manner.
32. Other related fiscal duties as assigned by the Chief Financial Officer.

EDUCATION AND WORK EXPERIENCE:

1. AA Degree in the Accounting/Business Field preferred or the equivalent actual accounting employment experience and a minimum of two (2) years' experience with Payroll processing.
2. Desirable one (1) year experience with and working knowledge of spreadsheets and an automated payroll system.
3. Must have a good understanding of and desired experience in the preparation and filing of payroll tax reports (IRS, Social Security, Workmen's Compensation, State Unemployment, etc.).
4. Must be willing and capable of acquiring new skills in the areas of payroll management, accounting and the Tribes' accounting software package.
5. Must be a team player with good people skills and willing to work with a range of employees and administrators.
6. Must maintain confidentiality.
7. Valid Driver's License
8. High School Diploma or GED.