



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368



POSITION: Payroll Technician
SUPERVISOR: Accounting Manager
ORGANIZATION: Quileute Tribe
LOCATION: La Push, Washington
SALARY RANGE: DOE/Q
OPENING DATE: Until-Filled

DUTIES AND RESPONSIBILITIES:

The Payroll Technician is responsible for processing payroll transactions for all departments within the Quileute Tribe. This individual will work closely with the Human Resource and Accounting Departments for the accurate and timely reporting all related payroll requirements. Responsibilities will include identifying, analyzing and resolving payroll issues while identifying process improvements.

DUTIES AND RESPONSIBILITIES

- Process bi-weekly payroll utilizing the MIP system
- Maintain payroll files in paper and electronic file format
- Maintain the employee payroll database
- Process payroll related liabilities
- Monitor and report employee leave balances
- Process payroll tax deposits
- Prepare monthly, quarterly, and annual tax reports
- Prepare the quarterly retirement distribution
- Reconcile payroll accounts
- Other duties as assigned

QUALIFICATIONS:

High school diploma or general education degree (GED) with two (2) years of experience in computerized payroll system

SPECIAL REQUIREMENTS:

- Valid Washington State Driver's license

- Maintain confidentiality of records and employee personal information
- Excel, word, email and accounting software experience is required
- Ability to communicate clearly and effectively in writing and orally

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

Must adhere to Personnel Policies & Drug and Alcohol Policies. Must submit to and clear a pre-employment alcohol and drug test and criminal back ground check.

HOWTOAPPLY:

Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered. Applications can be obtained at www.quileutenation.org/job-openings/

The Quileute Tribe
Ms. Gina Gonzales-Leva, HR
Director Department of Human
Resources
P.O. Box 279
La Push, Washington
98350

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives.

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in the selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant or other Native American or Alaskan Native.