

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PERSONNEL OFFICE
PO BOX 278
PABLO MT 59855
406-675-2700
FAX 406-675-2711
WEBSITE ADDRESS: csktribes.org
E-mail shelley.grenier@cskt.org**

*** * * V A C A N C Y A N N O U N C E M E N T * * ***

TITLE: Payroll Technician

LOCATION: Office of Financial Management
Pablo, MT

SALARY: \$20.04 TO \$23.03 per hour

CLOSING DATE: Thursday, June 13, 2024 at 5:30 pm

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the Tribal Drug Testing Policy. **The successful applicant, if not already employed with the Tribes, must pass pre-hire drug testing and serve a mandatory six-month probationary period.**

DUTIES:

- Process payroll changes after receiving personnel action forms from the personnel office.
- Print and distribute department timekeeper reports by specified time frame. Input non-typical payroll items including special pay, retroactive pay, and leave corrections for approximately 1250 employees.
- Verify time journal entries before check processing.
- Prepare, print and distribute the PTO reports and comp reports to departments.
- Print payroll checks and electronic fund notices and distribute to each department by the specified time frame.
- Prepare PR's for payroll payables and submit to A/ P for processing.
- Assist in the preparation and distribution of account distribution reports to departments.
- Verify signatures on all payroll documents and obtain required signatures and/or documentation.
- Complete income verifications for individuals and other tribal, county, and state offices.
- Prepare and submit reports with checks for fringe benefits to BIA for federal employees who transferred to the Tribes under 93-638 and IHS.
- Maintain payroll related files including time documents, pension, federal benefits and wage garnishments.
- Transmit and maintain all workmen's compensation documents.
- Provide training in payroll procedures for new timekeepers as requested. Assist in the reconciliation of health and life insurance reports on a monthly basis.
- Reconcile and transmit retirement funds for CSKT and Mission Valley Power to individual retirement accounts on a biweekly basis.
- Responsible for reading monthly releases on payroll management and documents/notices regarding changes in payroll regulations, rate and limit changes, etc. and to implement those required changes that affect the Tribal system.

- Assist in the preparation of the employer 941, state unemployment, state tax and workmen's compensation quarterly reports
- Verify and calculate standard wage garnishments as received from various tribal, local, state and federal governments and make sure that they comply with Tribal law.
- Track time and attendance for Central Accounting and IIM departments.
- Position will be familiar with all routine functions of the Payroll manager and will carry out the duties of that position in his/her absence.
- All contacts with the public and departments will be done with highest level of courtesy and professionalism. A positive and cordial demeanor will be required.
- All work must be performed accurately and in a timely manner because each function has established time frames and deadlines. To not perform in this manner may result in large penalties or fines, as well as embarrassment to the Tribes.
- The above is not intended to be all-inclusive; this position will perform other related duties as required.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- High school graduate or GED and one year of accounting courses above high school level or two year's experience in payroll functions or any equivalent combination of training and experience.
- A valid state driver's license is required.

 **Interested applicants may obtain further information by requesting a copy of the full position description.**

SUBMIT:

1. Complete Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid Driver's License.
4. If enrolled in a Federally recognized Tribe other than CSKT, please submit proof.
5. If claiming Veterans preference, submit a copy of the DD214 form.

❖ FAILURE TO SUBMIT THE ABOVE DOCUMENTATION MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

 **INCLUDE A LETTER OF REFERENCE, COVER LETTER OR A RESUME AS A PERSONABLE SUPPLEMENT TO THE APPLICATION PACKET.**

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo, MT 59855, (406) 675-2700, Ext. 1040.

FOR MORE INFORMATION: Contact Elizabeth Sheridan, Payroll Manager at 406 675-2700 Ext. #1021