

**NORTHERN CHEYENNE TRIBE  
CENTRAL FINANCE  
JOB ADVERTISEMENT  
2020**

**POSITION:** Payroll Assistant

**SALARY:** 17.11/hr – 19.11/hr

**DEPARTMENT:** Central Finance

**ACCOUNTABLE TO:** Treasurer or Designee

**OPENING DATE:** December 23, 2020

**CLOSING DATE:** January 11, 2021  
**By: 4:00P.M.**

**How To Apply:** Submit a completed application, **Resume**, (3) current (within 1 year) letters of recommendations (one must be past/present employer), Tribal I.D. or Tribal certification (if claiming Indian preference), DD214 (if claiming Veteran's preference), copies of credentials or certified copy of transcripts to: Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**SUMMARY OF WORK:**

Provides assistance in the processing, reporting, filing and reconciliation of Tribal Payroll for the Northern Cheyenne Tribe.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position involves duties and responsibilities that include considerable skills in payroll procedures. This position requires accuracy, timeliness, and deals with information requires adherence to standards of confidentiality. This position involves working under stress and meeting deadlines that may occasionally require work outside of normal hours.

**Personal Contacts:** Program Directors, Employees, Administration, Auditors, and Tax Agencies.

**Supervision Received:** Under the general supervision of the Payroll Specialist.

**Supervision Exercised:** None.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of filing and organization systems. Employee must be familiar with applicable state and federal rules and regulations for payroll and personal compensation. It also requires a general knowledge of payroll tax regulations, business information systems, internal controls and problem solving techniques.

**Skills:** This position requires speaking and writing skills, as well as time management and trouble shooting skills. Employee must be skilled in Microsoft Windows and its various operations. This position requires skills in accurate data entry, review and reconciliation. Mathematical skills in manually calculating payroll are also required.

**Abilities:** The incumbent must be able to sit for long periods at a time. Must be able to lift 25 lbs. Must be trustworthy, and able to observe confidentiality.

**EDUCATION AND EXPERIENCE:**

- ✓ Associate of Arts with emphasis in accounting or business.
- ✓ Two years of payroll experience.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be base primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Demonstrates proficiency in data entry and numerical calculations.
- Reviews and enters payroll time in accordance with coversheets.
- Ensures timely process and transfer of Direct Deposit Payroll.
- Process payroll deductions.
- Pays and reconciles accrued payroll liabilities.
- Documents all transactions accordingly.
- Maintains payroll files and documents.
- Assists payroll specialist with other assigned duties.
- Adheres to standards of confidentiality
- Deals tactfully and courteously with the public.
- Observes work hours
- Other related duties as assigned.
- Must agree to and sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.