THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0287155** Date Posted: **11/05/12**
POSITION NO: **212886** Closing Date: **11/19/12**
CLASS CODE: **1528**
POSITION TITLE: **PAYROLL TECHNICIAN**
DEPARTMENT NAME: **Payroll Section**
DEPARTMENT NO: **28** WORKSITE LOCATION: **Education Auditorium, Window Rock, Arizona**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R600A**
Days: **Mon - Fri** Permanent: ☑ SALARY:
Hours: **8:00am - 5:00pm** Temporary: ☐ Duration: $ **26,956.80** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **12.96** Per Hour

DUTIES AND RESPONSIBILITIES:

Perform review, identify, research, verify, filing, reconcile and analyze payroll reports (Timesheets, overtime forms, back-pays, payroll deduction, payroll edits, payroll checks/advices, wage verification and payroll reports), by entering the data entries with minimum errors, correcting, adjusting, finding the source of the error/resolve any discrepancy, detect any errors of the data entries, able to achieve and ensuring work assignments for 100% accuracy, and be able to perform assignments on a daily basis. Run the less/greater report listing to ensure all time cards entries have the correct work date. Create and process reports in the edit stage to ensure accuracy of data entries.

Provide assistance to co-worker on data input of the HRIS Payroll module. Knowledgeable of the three branch Personnel Policies Manuals. Update desktop procedures if changes occur or new policies & procedure are implemented.

Verify the payroll checks/advices. Follow the federal and state laws guidelines. To ensure all applicable payroll taxes, fringe benefits and deductions are accurately process.

Assist and update the procedures of the Human Resource Payroll module. To be able to provide technical assistance in the HRIS payroll module. Knowledgeable of the payroll accounting principles; federal and state employment tax laws. Understand & follow oral and written instruction. To be able to write memorandum and correspondence.

Verify and provide a quick respond of the wage verification by filling out the requestor's forms correctly to ensure the requestor get a timely respond and to be done on a daily basis.

Data entries into the Interim Payroll process which includes voiding a payroll check, correcting a miss-key pay type, any type of refund of tax, or payroll deduction, etc.

Reconcile, review and analyze the payroll deductions by ensuring payroll deduction are taken; if no collection was made; will then do a research and find the source of error/resolve the discrepancy and ensure the collection is taken by the next payroll cycle. Task is done on a biweekly basis right after the final payroll process. Ensure mailing of checks/deduction listings are done on a biweekly basis.

Other assignments/research as assign by the Manager/Supervisor. Delegated on behalf of the Payroll Supervisor/co-worker. Submit statistical reports. To be able to reconcile/analyze the printing of the W-2s. Provide assistance to the Supervisor/Manager. Attend meeting. Present presentation/training/workshop to staff or program, & create/design/revise payroll forms. Submit periodic monthly report. Assignments are designate in order to meet the objective of the mission statement of OOC. Work assignments are to be done on a daily, weekly, biweekly, monthly, quarterly or annually basis.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED; supplemented by college courses in bookkeeping or accounting; and
PREFERRED: Basic knowledge of payroll accounting background is a must.

Experience:

three (3) years of payroll, bookkeeping and accounting experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.).***
PREFERRED : Have the ability to navigate the menus/screens of a computer for data entries and researching for information.

Special Knowledge, Skills and Abilities:

PREFERRED: Knowledge in the use of computer software for Microsoft Office Word, Microsoft Office Excel, Microsoft Office Outlook, and Microsoft Office PowerPoint. Knowledge of the JD Edward Enterprise One Human Resource Information System. Possess phone skills and the ability to work with the general public. Able to operate modern business machines: 10 key calculator, Xerox machine, typewriter, shredder, etc. Able to work under pressure. Follow oral and written instructions. Must be dependable and a fast learner of the JDEdwards Human Resource Information System/Payroll Module system. Be able to deal with stress. Strong organizational & time management skills while maintaining attention to details. Ability to work quickly & productively with minimal supervision.

License/Certification Requirements:

Required to be certify to have access to the Human Resource Information System and Payroll Module. Training will be provided and will be required to pass all applicable tests.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***