

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC02810520

DATE POSTED: 07/27/15

POSITION NO: 204752

CLOSING DATE: 08/07/15

POSITION TITLE: Payroll Technician

DEPARTMENT NAME / WORKSITE: Office of the Controller, Payroll Section, Administration Bldg # 1, Window Rock, AZ 86515

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: AB60A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 28,600.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 13.75 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

1) Process and issue employee paychecks, statements of earnings and deductions. 2) Compute wages and deductions; enter data into computer. 3) Compile employee time, payroll data from time sheets, back pay forms and overtime forms. 4) Review time sheets, age computation and other information to detect and reconcile payroll discrepancies. 5) Verify hours worked, pay adjustments and other payments. 6) Review employee information, such as exemptions, new hire, transfers and resignations for accurate payroll. 7) Verify and review payroll adjustments related to previous errors or retroactive increases. 8) Keep informed on applicable changes in tax and deduction laws. 9) Provide information to employees, supervisors and managers on payroll matters, tax issues, benefit plans, and collective provisions. 10) Complete, verify, and process forms for unemployment and wage verifications. 11) Compile statistical reports, statements, and summaries related to pay and submit them to appropriate departments. 12) Understand and apply federal and state taxation. 13) Research payroll issues and notify appropriate individuals/departments. 14) Knowledge of the 3-branch Personnel Policies Manuals 15) Other assignments/research requested by the Supervisor/Manager.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by college courses in bookkeeping or accounting; and three (3) years of payroll, bookkeeping, accounting or related experience.

Preferred Qualifications:

- Customer service and records management training.
- Proficient in Microsoft Office software and other computer applications.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

KNOWLEDGE: 1) Information technology 2) Mathematics 3) Service orientation 4) Records management and confidentiality 5) Payroll principles, practices, regulations and procedures 6) General governmental accounting principles and practices

SKILLS: 1) Time management 2) Oral and written communication skills 3) Establish cooperative working relationships (team player) 4) Organizational skills

ABILITIES: 1) Information ordering 2) Mathematical reasoning 3) Problem sensitivity 4) Deductive reasoning 5) Written comprehension 6) Written expression 7) Logical reasoning 8) Critical thinking 9) Judgment and decision making 10) Complex problem solving 11) High level of accuracy and attention to detail 12) Clear & logical thinking

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.