

Payroll Clerk / Accounts Payable

Job Description

Position: Payroll Clerk/Accounts Payable
Hours: 24hrs weekly
Wage: TBD
Closing Date: May 6th, 2015

Responsibilities

This position is under the direct supervision of the Finance Director and Tribal Administrator.

Duties

Job duties include, but not limited to, are as follows:

- Payroll
- Travel Records
- Vehicle and Credit Card Check-out
- Check Photocopying
- Financial Filing
- Data Entry
- Accounts Payable
- Spread Sheets
- Research Payroll Issues/Discrepancies and Process Necessary Corrections
- Quarterly Taxes
- Bank Deposits
- Cash Receivables/Disbursements
- Workmen's comp Audits
- Bank Reconciliation
- Filing
- State Tax Calculation/Reports

Other duties may include, but not limited to, assisting the Finance Director, Receptionist and Secretary, as needed. According to the needs of Quartz Valley Indian Reservation, the individual may be required to obtain additional specific technical training.

Qualifications

Qualifications include the following:

- High School Diploma or Equivalent Required and at Least 1-2 Years' Payroll Experience
- Knowledge and Proficiency of Computer Use
- Accurate Typing Ability
- Prior Experience in Native American Community Development Preferred
- Adhere to Confidentiality Requirement

Indian Preference

In accordance with 25 CFR, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701 (b) and 703 (i), preference in filling all vacancies will be given to qualified American Indian Candidates.