



# Ho-Chunk Nation

## Job Description



|                                  |                            |                            |
|----------------------------------|----------------------------|----------------------------|
| <b>TITLE:</b> PAYROLL SPECIALIST |                            | <b>JOB CODE:</b> PAYS      |
| GOVERNMENT - EMPLOYEE            |                            | <b>EEO:</b> 6              |
| NON-EXEMPT                       |                            | <b>PAY GRADE:</b> 9        |
| NO FLEX                          | <b>FUNDING SOURCE:</b> NPD | <b>HO-CHUNK PREFERENCE</b> |

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The Payroll Specialist performs the day-to-day payroll functions ensuring all of the Ho-Chunk Nation's weekly payroll transactions, are processed accurately, timely and within department deadlines. The payroll specialist should also be able to resolve and respond to payroll related issues in a timely manner. This position also ensures the timely distribution of payroll checks to all office locations.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Assisting with the accurate, timely and efficient processing, calculating and payment of weekly payroll data, Guest Appreciation Payments [GAP], and employee holiday bonuses.
2. Accurately inputting and processing voluntary and involuntary deductions including: federal and state tax levies, child support and creditor garnishments as regulated by federal and state law, departmental requested deductions and employee requested deductions on a weekly basis.
3. Reviewing employee time and attendance system for completeness and accuracy of time card entries and verifying that time cards are fixed, locked and approved by deadline each week.
4. Diligently working with Personnel Department with respect to the accurate administering of the employee status change notices on a daily basis.
5. Accurately entering and processing direct deposits, federal and state tax changes, incentives, bonuses, vacation balance payouts, manual payroll checks, stipends, retro pay calculations, severance payments on a daily basis.
6. Accurately process the disbursement of employee deductions to 3<sup>rd</sup> parties including: 401(K) contribution and employer match deposit, and voluntary and involuntary deductions weekly.
7. Provide training to new payroll staff on a regular daily basis.
8. Maintains employee confidence and protects payroll operations by keeping information confidential daily.
9. Maintains employee files, banking information, and other miscellaneous filings daily.
10. Timely respond to employee phone messages and emails on a regular daily basis.

### **JOB RESPONSIBILITY**

|                               |   |
|-------------------------------|---|
| Job Reports to                | Payroll Manager   |
| Leadership Accountability     | None  |
| Supervisory Accountability    | None  |
| Organizational Accountability | None  |
| Financial Accountability      | None  |
| Customer Accountability       | Interfaces with officials, executives, & inside customers |



|                |                 |
|----------------|-----------------|
| Freedom to Act | PAYROLL MANAGER |
|----------------|-----------------|

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Minimal requirement is a High School diploma.
2. Prefers a two (2) year business degree from an accredited college or university.

**ESSENTIAL:**

1. No convictions for any felony or for a misdemeanor involving dishonesty or breach of public trust.
2. Must pass a background check as dictated in Treasury Department Policy.

**EXPERIENCE:**

1. Two (2) years' experience as Payroll Specialist or Payroll Bookkeeper with payroll runs of at least 2,000 employees per pay period.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Good communication skills with a broad range of individuals and the ability to build and maintain good working relations with fellow employees.
2. Must be efficient in using 10-key calculator
3. Ability to employ a sense of urgency to meet deadlines as necessary
4. Proven ability to work independently (self-starter)
5. Strong personal computer and business solutions software skills.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Work in an office setting.
2. See the Physical Demands Worksheet.