



Yurok Tribe

Job Description

JOB TITLE:	Bookkeeper-Payroll		
JOB GRADE:	7/8/9	REPORTS TO:	Fiscal Director
STATUS:	Non-Exempt	LOCATION:	Klamath
DEPARTMENT:	Fiscal	DIVISION:	Executive Office
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$22.70-\$35.53		

POSITION SUMMARY:

Prepare payroll for all Tribal staff, Council members and all Tribal component units. Prepare all payroll related reports and accruals. Prepare payroll tax returns for the Federal and State governments, Monitor direct deposit transfers to financial institutions. Reconcile payroll related general ledger accounts.

DUTIES AND RESPONSIBILITIES:

1. Prepare payroll for all Tribal and component unit employees. Prepare Honorarium twice monthly for the Tribal Council.
2. Calculate and deposit payroll withholdings and payroll taxes.
3. Prepare payroll tax returns, Workers Compensation reports and 401k reports.
4. Review and code health and dental insurance bills.
5. Prepare W-2's and year-end reports.
6. Prepare 401k and AFLAC reports and transfer to accounts payable for payment.
7. Maintain and update time clocks.
8. Pull, print and distribute time sheets from time clocks.
9. Prepare accruals for vacation and sick leave and provide the information to each supervisor.
10. Reconcile payroll related liability accounts monthly.
11. Retrieve and use Docstar documents.
12. Assist in annual audit coordination.
13. Maintains confidentiality at all times.
14. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 7: AA degree in Business with college level accounting courses and at least two years of experience in a fiscal office performing various duties related to payroll.
2. Grade 8: AA degree in Business with college level accounting courses and at least three years of experience in a fiscal office performing payroll duties.
3. Grade 9: Bachelor's degree in business, preferably with an emphasis in accounting. One year's experience in a financial-related job.
4. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

MINIMUM QUALIFICATIONS:

1. Must be familiar with Microsoft Office and proficient in Excel.

2. Must be familiar with computerized accounting software.
3. Must pass a bookkeeper and excel test
4. Ability to perform complex mathematical calculations.
5. Must be able to type 40 words per minute and provide a certificate from an accredited agency.
6. Must be able to operate a Ten Key adding machine.
7. Must be able to communicate effectively with staff and the public, using tact and discretion.
8. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This "at will" relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date

