



## Big Valley Band of Pomo Indians

---

**Job Description:** Accounting Clerk I - Payroll Specialist  
**Hours:** Full Time (32+ hours per week), Exempt  
**Salary:** \$18.51-\$33.40 / Depends on experience  
**Reports To:** Chief Financial Officer  
**Deadline:**

**Position Summary:** The Payroll Specialist is responsible for coordinating the accurate, timely payment of payroll to all employees of the tribal government. This position is also responsible for aiding and supporting all functions within the Big Valley Rancheria fiscal office. This position will be expected to cross train for all fiscal department functions to provide seamless coverage when necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Process employees' paychecks. Maintains payroll information and posts hours worked, deductions, and related benefits to the Abila/MIP payroll module.
- Updating payroll records by entering any changes to employee information or benefits such as job title changes, exemptions and saving deductions
- Process advances and cash outs per accounting policy. Track and maintain accurate ledger for advances and repayment.
- Process ACH bank transfers.
- Ensures the integrity of all financial data produced in payroll.
- Prepares monthly payroll reports and ensures accurate and timely reporting.
- Maintains all files in the payroll division of the Fiscal department.
- Conducts the necessary research to effectively resolve payroll disputes.
- Replaces lost checks, voided checks and updates employee files as necessary.
- Able to assist in reconciling tax accounts and payroll cash account reconciliation.
- Process and issue W-2 forms to employees.
- Assists in other areas of accounting (A/R, A/P, general ledger) as assigned.
- Held accountable to a high degree, for the accuracy and thoroughness of departmental records.
- Responsible for maintaining the highest level of confidentiality within the department.

**QUALIFICATION REQUIREMENTS:** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- To perform this job successfully, a qualified individual must be able to perform each essential duty satisfactorily. To do so a qualified individual should at least have the following qualifications:
- Performs a variety of complicated tasks.

- Ability to use a wide degree of analytical skills to plan and accomplish goals.
- Can work under minimal supervision, relying on experience and judgment.
- Good work ethics and positive, productive attitude
- High level of organization and thoroughness
- Detail-oriented and accurate
- Able to work within specific deadlines.
- Able to communicate effectively with members of other departments and with Big Valley Rancheria employees.

**EDUCATION AND/OR EXPERIENCE:**

- Required high school diploma or GED.
- Minimum 1 year experience with payroll processing.
- Desired prior experience with payroll accounting software with preference in Abila/MIP.
- Must be computer literate, proficient in Microsoft Excel with general working knowledge of Word.
- Experience working with Tribes and Tribal programs preferred.

**LANGUAGE SKILLS:**

- Requires an individual with exemplary verbal and written communication skills and supervisory skills.

**REASONING ABILITY:**

- Requires ability to plan, assign and direct workflow and ability to establish and maintain effective working relationships with employees, other agencies and the public.

**PHYSICAL DEMANDS:** The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Other Requirements**

1. Must be eligible for coverage under the Tribe's vehicle insurance policy.
2. Must possess a valid California driver's license. Must be willing to travel locally, regionally, statewide, and/or out-of-state, as necessary, during or after regular working hours.
3. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code, § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Tribal Enrollment.
4. Must be twenty-one (21) years of age.
5. Able to pass a BR drug test.
6. Work involves periods of sitting, walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 50 lbs.
7. Must be able to satisfactorily complete a background check and a pre-employment screening.