



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-045  
FINANCE  
PAYROLL TECHNICIAN

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<b>Position Title:</b>	Payroll Technician	<b>Pay Level:</b>	\$20.13 – \$30.20
<b>Position Open Date:</b>	10/03/2024 – Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Tribal Administration
<b>Supervisor:</b>	Accounting Supervisor		

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**POSITION SUMMARY:**

Responsible for processing timesheets and payroll for all Pueblo employees.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High School diploma or General Equivalency Diploma (GED); AND two (2) years of payroll processing experience. Associate's degree in accounting in lieu of experience will be considered.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

## **ESSENTIAL FUNCTIONS:**

- Inputs and balances time sheets for all departments; examines records for accuracy and adherence to guidelines; maintains individual employee files; edits for accuracy throughout the payroll process from time sheet entry through general ledger posting; produces pay period, weekly, monthly, quarterly, and yearly reports; prepares checks and reports for distribution.
- Maintains employees' information in payroll system; ensures accuracy of information and updates as required.
- Assists employees with queries related to payroll; research answers relating to tax laws, benefits, insurance, retirement, etc.
- Enters and maintains employee payroll deduction information.
- Prepares retirement allocation for payment; creates spreadsheets and downloads into vendor web portal.
- Reconciles payroll accounts; submits appropriate vendor payments.
- Processes required tax payments and documentation; submits State tax information and deposits online through State web portal.
- Allocates health insurance premium costs to departments and processes payments; receives invoices from all insurance vendors and prepares for payment.
- Creates retirement census reports of retirement payments and submit for deposit to vendor accounts.
- Assist with W2 and W 4 submittals and mailings.
- Process and prepare Unemployment quarterly wage reports.
- Performs other accounting functions and activities as required.
- Maintains financial security by adhering to internal controls and identifying system improvement.
- Maintains and enhances professional growth and development through active participation in educational programs, meetings, and workshops.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Applicable laws, regulations, and collective bargaining agreements.
- Principles and practices of payroll administration.
- Computer applications related to payroll operations.
- Correct business English, including spelling, grammar, and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Basic budgetary practice and terminology.
- Records management principles and practices.
- Business mathematics.

Skill in:

- Interpreting, applying, and explaining applicable laws, codes, and regulations.
- Providing customer services in the most cost effective and efficient manner.
- Understanding, applying, and explaining payroll processes and procedures.
- Compiling and summarizing information and preparing periodic or special reports.
- Analyzing and resolving varied payroll related problems.
- Using software applications related to payroll functions.
- Using tact, discretion, and prudence in dealing with customers.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing, and coordinating work activities, coordinating multiple activities, and meeting critical deadlines.
- Making accurate mathematic and statistical calculations.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**