

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



**Job Title:** Accounting Technician - Payroll Specialist

**Department:** Accounting

**Reports to:** Director of Finance/Lead Payroll Technician

**Salary Range:** \$19.52 to \$27.32 per hour (\$40,593 to \$56,830 annually)

**Status:** Non-Exempt

**Level:** B24

**Opens:** October 07, 2024

**Closes:** November 04, 2024

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**SUMMARY:** Responsible for all aspects related to LTBB governmental and other enterprise payrolls, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Compile payroll data such as hours worked, insurance, taxes to be withheld, and employee identification number, from timesheets and other records.
- Prepare computer input forms, enter data into computer files, compute wages and deductions, and post to payroll records.
- Preview compilation and preparation of other payroll data such as insurance, change of address, marital status, etc.
- Compile documentation necessary for implementation of various benefits: Medical, Life, 401k.
- Perform a wide variety of recordkeeping and payroll processing activities, such as computing wage, overtime payment, special allowances, premium rates, hazard pay, CPTO and calculating and recording payroll deductions.
- Calculate and implement yearly COLA (Cost of Living Allowance) according to tribal resolutions.
- Calculate and implement living wages according to tribal resolutions.
- Compile Emergency PTO information while accurately utilizing donated hours.
- Create weekly journal entries for staff accountants.
- Review accuracy of payroll reports and payroll check register, including wages computed and correct errors.
- Create invoices for Enterprise payroll.
- Reconcile vendor invoices, determining and correcting out of balance conditions.
- Prepare and file local, state, and federal payroll tax reports.
- Maintain payroll records, voluntary deduction reports, processing involuntary deductions

such as levies and garnishments, preparing accounting and payroll documents, documenting and updating procedures and preparing special reports for management.

- Maintain payroll systems and create payroll data items as needed.
- Maintain payroll and related records that record accumulation and use of PTO, holidays, and miscellaneous leaves of absence.
- Compile information for annual 401K census and worker's compensation audit.
- Provide auditors with the required payroll information as requested.
- Remain current on Laws and Regulations; including Tribal Laws that affect the payroll process.
- Remain current on changes in Executive, Legislative, Judicial, Regulatory and Enterprises handbooks.
- Assist in administering policies and procedures in a fair and professional manner.
- Maintain confidentiality of all files and accounts of the LTBB Accounting department.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

Associate's degree (A.A.) with a focus in Accounting, Business or Finance; or Fundamentals of Payroll Certification AND five years of experience processing all steps of the payroll process. Candidate with at least one year experience working in a Tribal government Accounting Department and working towards a Bachelor's in Accounting, Business or Finance may be considered.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must be familiar with Windows, Microsoft Office, and possess general word processing along with strong Excel spreadsheet skills. Must have experience with automated payroll systems; both using the system and maintaining the system set up. Demonstrated ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent to draw and interpret bar graphs. Some heavy lifting and local travel required. Must have an excellent work history that displays reliability and attention to detail.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. There are frequent interruptions.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid Michigan driver's license, reliable transportation and be insurable for duration of employment.

**COMMENTS:** Indian preference will apply. Position is contingent upon passing thorough background check.