
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

- Title:** Finance Assistant – Payroll Clerk
- Reports To:** Chief Financial Officer
- Location:** Happy Camp Administrative Office
- Salary:** \$18.00 to \$25.00, depending on experience
- Summary:** The Finance Assistant/Payroll Clerk shall perform a variety of complex tasks to maintain and process the Karuk Tribe's payroll.
- Classification:** Non Entry Level, Full Time, Non-Exempt

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611, Email: tparry@karuk.us

POSITION DESCRIPTION

Title: Finance Assistant - Payroll Clerk

Reports To: Chief Finance Officer

Location: Happy Camp Administration Office

Salary: \$18.00 to \$25.00 per hour, depending on experience

Summary: The Finance Assistant/Payroll Clerk shall perform a variety of complex tasks to maintain and process the Karuk Tribe's payroll.

Classification: Non Entry Level, Full Time, Non-Exempt

Responsibilities:

1. Shall perform timely data entry pertaining to individual employee payroll records including adding, changing, and deleting information as appropriate.
2. Shall prepare the Tribe's bi-weekly payroll (and other miscellaneous payrolls), including liquidation of travel and expense advances, VISA deductions, child support garnishments and other deductions as necessary.
3. Shall ensure payroll records are administered within legal mandates and ensure payroll data and reporting are in compliance with applicable Federal, State and Local rules and regulations.
4. Shall receive and inputs employee time and leave records into the Karuk Tribe's payroll system checking for errors and making necessary corrections.
5. Shall coordinate problems regarding payroll discrepancies with department staff.
6. Shall receive and process new employees into the payroll system including entering of correct fund codes, W-4 information, etc.
7. Shall maintain and update a variety of payroll information and records and ensure the confidentiality of such.
8. Shall prepare a variety of reports for employee benefit vendors including worker's compensation, 401(k), dental/vision insurance, medical insurance, etc.
9. Shall invoice outside agencies as needed for various purposes such as NCIDC, CIMC, etc.

10. Shall invoice Tribal entities as needed for various purposes such as the Housing Authority and the Community Development Corporation.
11. Shall prepare and submit direct deposit on time.
12. Shall work with representatives of other agencies regarding problems with payroll documents and reports.
13. Shall prepare all semi-monthly and quarterly State and Federal payroll reports.
14. Shall prepare all payroll tax deposits and make sure money is deposited on time.
15. Shall maintain all payroll paper files and forward copies of appropriate items to Human Resources Manager for filing in personnel files.
16. Shall process on the job injury reports and forms and work with insurance agent to ensure timely reporting of such. In some cases will process wage reports for time away from work. Annually will prepare OSHA Form and post in a timely manner. Will forward copies of injuries to Human Resources Manager for filing in personnel files.
17. Shall enter and post JV's as needed for various purposes related to payroll.
18. Shall annually process and distribute employee W-2's and ensure reporting to Internal Revenue Service of such information in the form of a W-3.
19. Shall file mandatory forms related to the Affordable Care Act in a timely manner.
20. Shall ensure that the Karuk Tribe's payroll system is up to date by notifying Information Technology Department when updates are available for downloading.
21. Shall be cross trained in other areas of finance department.
22. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
23. Other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Have the ability to understand payroll rules, regulations, and processes.

6. Have the ability to understand coding of payroll to specific funds and/or grants.

Requirements:

1. Must possess high school diploma or equivalent. One year or more of college level accounting or equivalent experience highly desired.
2. Must have competence in word processing such as Microsoft Word, spreadsheets such as Microsoft Excel, office equipment such as printers and fax machines and general computer usage.
3. Must have good math skills.
4. Must be a self-starter, well organized and willing to learn new skills.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to confidentiality policy.
7. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: Revised April 2005; Revised April 2012; Revised May 2018

Chairman's Signature: _____

Employee's Signature: _____