

Sisseton-Wahpeton Oyate

Job Description

Job Title: Payroll Manager

Reports to: SWO Vice-Chairperson

Supervise the Central Tribal payroll system. Provide guidance and technical assistance in payroll areas. Perform all related work.

1. Supervise and coordinate activity of payroll staff, train staff, includes cross training, and evaluates staff's performance.
2. Ensure payroll is processed in an accurate, compliant and timely manner.
3. Direct the preparation of payroll related documents.
4. Prepare W-2 Wage and Tax Statements accurately and timely.
5. Compile data from payroll sources.
6. Oversee compliance with statutory reporting and filing requirements.
7. Prepare weekly, monthly, quarterly and year-end reports as required.
8. Monitor the accurate processing of staff appointments, transfers, promotions and terminations.
9. Reconcile employee deductions.
10. Review and improve payroll policies and procedures.
11. Oversee the maintenance of current employee data systems.
12. Ensure all payroll information and records are maintained in accordance with statutory requirements.
13. Support all internal and external audits related to payroll.
14. Process payroll checks for executive staff.
15. Interpret new legislation impacting payroll.
16. Investigate payroll problems areas and develop recommendations.
17. Manage and resolve issues relating to payroll production.
18. Provide payroll consultation and coordination with other Central Finance staff.
19. Develop payroll Standard Operating Procedures Manual.
20. Work with State and Federal departments to ensure proper reporting of required reports.
21. Deposits payroll taxes accurately and timely to avoid IRS Penalties.
22. Reconcile Form 941 Employer's Quarterly Federal Tax Return to accounting software and W-2 Wage and Tax Statement's totals.
23. Other duties as assigned by supervisor.

Qualifications:

1. Two-year AA degree in Accounting/Financial related field or at least 5 years of experience working in Payroll.

2. Knowledge of General Accounting principles and procedures.
3. Experience working with the Sage software preferred.
4. Must have previous experience in payroll accounting systems and management.
5. Managerial/supervisory experience preferred.
6. In-depth knowledge and experience of payroll calculation and processing.
7. Knowledge of applicable local, state and federal rules and laws.
8. Proficiency in relevant payroll and accounting software.
9. Must have excellent attendance.
10. Must have great communication skills and the ability to work well with other tribal employees as well as with the general public.

Key Skills:

1. Attention to detail and accuracy
2. Planning and organizational skills
3. Scheduling and monitoring
4. Customer Service Skills
5. Problem analysis and problem-solving skills
6. Delegation
7. Decision-making
8. Stress Tolerance
9. Team work

Approved



Date

