

Sisseton-Wahpeton Oyate

Job Description

Job Title: Payroll Clerk

Reports to: Payroll Manager

Duties and Responsibilities:

1. Assist in ensuring payroll is processed in an accurate, compliant and timely manner.
2. Communicate verbally and/or written in a professional manner with all of Payroll staff to work together to ensure all facets of the payroll process is coordinated to completion.
3. Reconcile data from payroll services by completing data entry for annual and sick leave of all employees.
4. Monitor and review payroll process for accuracy and compliant in a timely manner.
5. Prepare W-2 Wage and Tax Statements accurately and timely.
6. Ensure the deposit of Payroll taxes.
7. Prepare weekly, monthly, quarterly and year-end reports as required.
8. Reconcile employee deduction reimbursements weekly.
9. Post the individual employee earnings records.
10. Prepares, process, and communicate payroll information to employees, program managers, and other agencies as may be directed. Including the confirmation of employment/unemployment, wage verifications to outside agencies if necessary.
11. Gather data for employee, managers, and other outside agencies for previous or present payments.
12. Assist with sorting/filing correspondence and perform miscellaneous clerical duties such as answering correspondences.
13. Support all internal and external audits related to payroll.
14. Will assist and support the preparation of payroll related documents.
15. Assist with payroll consultation and coordination with other Central Finance staff/Accounts Payable when needed.
16. Assist with reconciling Form 941 Employer's Quarterly Federal Tax Return to accounting software and W-2 Wage and Tax Statement's totals.
17. Other duties as assigned by supervisor.

Complete duties as assigned in the absence of the Payroll Manager.

1. Ensure payroll is processed in an accurate, compliant and timely manner.
2. Compile data from payroll sources.
3. Ensure the deposit of Payroll Taxes.
4. Perform other duties that may be assigned by the Payroll Manager or Tribal Vice-Chair.

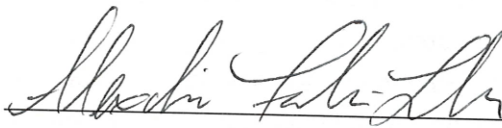
Qualifications:

1. High School Diploma/ GED.
2. Clerical and Bookkeeping experience.
3. Must have excellent attendance.
4. Must have great communication skills and the ability to work well with other tribal employees as well as with the general public.
5. Ability to develop and maintain record-keeping systems and procedures.
6. Must have the ability to work in courteous, cooperative manner with co-workers, employees, and general public.
7. Must respect confidentiality.

Key Skills:

1. Attention to detail and accuracy
2. Organizational skills
3. Customer Service Skills
4. Problem analysis and problem-solving skills
5. Stress Tolerance
6. Team work
7. Self-motivated, ethical, and trustworthy

Approved



Date

9/8/2026