



**Job Title:** Payroll Specialist  
**Department:** Finance  
**Reports to:** Accounting Manager  
**FLSA Status:** Non-Exempt  
**Salary Grade:** \$24.29 – \$34.01  
**Location:** Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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### **SUMMARY OF MAJOR FUNCTIONS**

The Payroll Specialist is responsible for the timely and accurate preparation, maintenance, and processing of all payrolls for the Coquille Indian Tribe.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Remain current on changes in laws and regulations, including Tribal laws, that impact payroll processing and reporting requirements.
2. Collaborate with Human Resources to ensure accuracy and legal compliance of employee payroll records, including pay rates, leave hours, tax and other withholdings, payroll deductions, 401(k) deferrals, and garnishments, and identify input changes to employee data as needed.
3. Work with the Grants team to ensure employee cost centers in the timekeeping system with approved budgets.
4. Provide excellent customer service to assist supervisors and employees with payroll-specific inquiries and to resolve issues that may occur throughout the payroll cycle.
5. Accurately and timely processing of regular and off-cycle payroll for employees and officials of the Tribal government, including by preparing analytical reviews and other tests to demonstrate completeness and accuracy of each payroll.
6. Reconcile employee deductions and employer paid benefits to deposits and payments to benefit providers and provider invoices.
7. Reconcile payroll asset and liability accounts in the general ledger and ensure that payment repayment policies are followed.
8. Prepare and submit periodic reporting and deposits to relevant taxing authorities, including all year-end payroll reporting.
9. Support and assist Human Resources with ACA compliance, workers compensation reporting, unemployment claims administration, and employment verification.
10. Maintain proficiency in the Abila MIP Fund Accounting payroll system; attend training(s) and webinars as necessary; troubleshoot and resolve software problems that may occur.
11. Assist with credit card authorizations, employee advances/repayments, and other employee reimbursements processed as part of payroll.
12. Evening and weekend work may be occasionally required to meet payroll deadlines.
13. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of the work requirements that may be inherent in the job.

### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 25 pounds. Requires occasional climbing or balancing, stooping, kneeling, crouching or crawling. Work is generally performed in an office setting. Evening and weekend work may be required. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Working knowledge of generally accepted accounting principles.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
6. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential.
7. Be computer literate. In addition to maintaining proficiency in the Tribe's accounting software (MIP Fund Accounting), exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
8. Ability to work with mathematical concepts such as basic arithmetic.
9. Knowledge of budget preparation and fiscal management.
10. Knowledge of and skill in applying advanced governmental accounting concepts, techniques and principles.
11. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
12. Provides excellent customer service to assist employees and Tribal members with questions and issues related to Finance.

### **QUALIFICATIONS**

1. High school diploma or equivalent required. An associate or bachelor's degree in business or accounting is preferred.
2. A minimum of 2 years' experience using accounting software to process payroll for an organization with at least 50 employees required.
3. Experience using MIP Fund Accounting preferred.
4. Ability to prioritize tasks, meet strict deadlines and accurately process large volumes of data required.
5. Experience following proper accounting systems and controls and working with a complex chart of accounts.
6. Proficiency in Microsoft Excel, Word, Outlook, and Teams.
7. Must possess a valid Oregon driver's license (or the ability to obtain one) with no insurability restrictions from the Tribe's insurance carrier.