



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.

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. Accurate and timely processing of regular and off-cycle payroll and preparing backup for review.
2. Collaborate with staff to ensure accuracy and compliance of employee payroll records,
3. Collaborate with the Grants team to ensure employee cost centers in the timekeeping system are correct.
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. Compare and review deductions and employer paid benefits to deposits, payments and payables.
6. Maintain proficiency in the Abila MIP Fund Accounting system; attend training(s) and webinars as necessary.
7. Process employee advances/repayments, and other employee reimbursements processed as part of payroll.
8. Work with service providers and other staff to monitor changes to payroll tax requirements in the jurisdictions where the Tribe has employees.
9. Evening and weekend work may be occasionally required to meet payroll deadlines.
10. 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 financial software, 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. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
10. 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 of experience using accounting software to process payroll for an organization with at least 50 employees required.
3. Experience using MIP Fund Accounting, and third-party payroll processor 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.