

Payroll Clerk
Part-Time

Basic Functions:

To collect work hour totals. Calculate wages. Understand tax withholdings and deductions. Ensure employees are paid accurately and on time. Keep updated employee files of payroll.

Supervision:

Under the direct supervision of the SWHA Finance Manager.

Duties and Responsibilities:

1. Collect and check timesheets for accuracy.
2. Track work hours, annual leave, and sick leave.
3. Report overtime hours to department managers, the Finance Manager, and Executive Director.
4. Enter hours and data into the SWHA payroll software program.
5. Add new hires into the system.
6. Update status changes or terminations into the system.
7. Calculate and track gross pay, work performance awards, and holiday bonuses.
8. Answer employee questions about paychecks and tax forms.
9. Find and fix errors or missing data.
10. Any other duties assigned by the Finance Manager.

Desirable Knowledge, Skills, and Abilities:

Have strong mathematical skills. Knowledge of federal, state, and Tribal Tax and Labor laws. Possess extreme attention to detail. Proficient with automated payroll systems and spreadsheet software. Ability to effectively communicate with co-workers, vendors, and community members. Understand basic bookkeeping. Effective use of a calculator and computer. Experience with QuickBooks software. Have excellent time management.

REQUIREMENTS AND QUALIFICATIONS:

High school graduate or GED equivalent. Must have a Two-year degree in accounting, finance, or business. A 4-year degree is preferred. Have three years' work experience or an equivalent combination of education and experience. Must be computer literate with ability to work with Microsoft Word and Excel. Must have a valid South Dakota Driver's License. Two forms of ID. Indian Preference and Veteran will apply.