



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Payroll Specialist</u>	OPENING DATE:	<u>October 6, 2021</u>
CLASSIFICATION:	<u>Full-Time (32 hours)</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Finance</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Accounting Manager</u>

HIRING PREFERENCE POSITION CATEGORY:	<u>B</u>
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SUMMARY:

The Payroll Specialist is responsible for all aspects of day-to-day payroll and per capita processing. This includes processing payroll on bi-weekly and monthly basis in a timely manner in accordance with applicable laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure accurate and timeliness of payroll in accordance to legal requirements and company policies.
- Process and reconcile all bi-weekly, monthly and supplemental distributions for employees and members.
- Process status changes, terminations and employee actions.
- Assists to ensure payroll taxes are deposited and reported accurately and timely according to filing requirements, and assist with quarterly/annual reporting and resolving inquiries.
- Review, balance and perform data entry of all timecards, garnishment management, including set up, reconciliation and administration.
- Assist to process, administer and reconcile Tribal Member loans.
- 401(k) and Cafeteria Plan administration and reconciliation.
- Accurate processing of all regular, vacation, sick, holiday and overtime hours.
- Effectively provide information to supervisors, co-workers, and members by telephone, in written form, e-mail, or in person.
- Create standard and custom reports, as needed, using data stored in the payroll database for analysis. Respond to employee inquiries in a timely and professional manner.
- Demonstrate and maintain a positive customer service focus to both internal and external customers.
- Keeps knowledge current on payroll law.
- Maintain strict confidentiality of all privileged information.
- Protection of the assets of Pechanga Tribal Government.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseño Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or GED
- Minimum of one (1) year payroll processing experience **required**.
- HRMS and MIP knowledge preferred.
- Strong knowledge of MS Office including a solid proficiency in MS Excel. Familiarity with Crystal Reporting desired.
- Knowledge of payroll tax law and tax reporting requirements.
- Must be able to accurately type and operate 10 key calculator.
- Must have experience and qualifications to perform payroll activities independently.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:
PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Send application and resume to:
Email: HR@PECHANGA-NSN.GOV
Fax: 951-587-2209

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