

**APPLY IN PERSON AT:**  
Human Resource Department  
2630 West Mason Street  
Green Bay, WI 54303



**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

**APPLY ONLINE AT:**  
<http://Oneida-nsn.gov>

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900  
Fax: (920) 496-7911

**SECOND POSTING TO ENROLLED ONEIDA TRIBAL MEMBERS**

**POSITION TITLE:** Payroll Specialist  
**POSITION NUMBER:** 02934  
**DEPARTMENT:** Central Accounting  
**LOCATION:** 909 Packerland Dr Green Bay WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** As assigned  
**SALARY:** NE7 \$16.95/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** December 13, 2018  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** December 20, 2018  
**Proposed Start Date:** As Soon As Possible

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

**POSITION SUMMARY**

Calculate, review and reconcile payroll related financial information to ensure accuracy and completeness. Generate reports in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards (GAGAS). Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Establishes, balances, verifies, adjusts and maintains payroll accounting financial related records and reports.
2. Ensure employees are paid correctly in the payroll cycle from approved hours.
3. Close payroll cycle for posting to the general ledger.
4. Provide payroll reports to internal accounting personnel for processing.
5. Performs complex mathematical calculations and verifies the results.
6. Research and assess individual documents for accuracy and to meet standing operating procedures criteria and federal and tribal standards.
7. Receives, reviews and verifies payroll documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines.
8. Maintain employee master file for federal and state withholding.
9. Prepares or assists in the preparation of State and Federal payroll related forms, documents, and reports.
10. Provide excellent customer service to employees, departments, internal and external customers.
11. Maintain strict department security, confidentiality, and quality to meet professional standards of the departments.
12. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, sit; use hands and arms; and talk and hear. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS:**

1. Working knowledge of accounting concepts.

## **JOB DESCRIPTION**

### **Payroll Specialist**

Page 2

#### **STANDARD QUALIFICATIONS(Cont.):**

2. Skill in preparing and reviewing operational and financial reports.
3. Advanced skill level in operating various word-processing, spreadsheets, and database software programs in a windows environment.
4. Excellent organizational skills.
5. Ability to learn and understand Tribal and department functions, objectives, policies, procedures and resolutions.
6. Ability to work independently and meet strict daily, weekly, monthly and yearly accounting deadlines.
7. Ability to communicate efficiently and effectively both verbally and in writing.
8. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
9. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
12. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation Gaming Division.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Experience processing detailed financial transactions for payroll.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Associate Degree in Accounting with a total of one (1) year of data processing; an equivalent combination of education and experience may be considered.

#### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**