

## Employment Opportunity

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8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 • [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)



Quil Ceda Village  
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**JOB TITLE:** Payroll Accountant

**DEPARTMENT:** QCV Finance

**JOB DESCRIPTION:** Under the direction of an assigned supervisor, this position coordinates all activities necessary to process payroll, including maintaining related records, filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, updating procedures, and preparing special reports for management.

**TO APPLY:** Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

*NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

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**EMPLOYEE CLASSIFICATION:** Non-Exempt

**EMPLOYEE REPORTS TO:** Finance Manager

**EDUCATION:**

- High School Diploma or GED
- Minimum Associate degree in accounting/finance or related. Degree can be replaced by five years of experience in applicable similar position

**SKILLS:**

- Strong organizational skills to maintain payroll files
  - Excellent communicator, both verbal and written, with the ability to clearly exchange information and resolve issues or concerns with coworkers, management, and outside agencies
  - Experience with accounting software and processing payroll through the software
  - Work within deadlines and be detail oriented
  - Willing to learn other duties
  - Perform a variety of complex clerical accounting duties in support of assigned accounts and functions
  - Compare numbers and detect errors efficiently
  - Reconcile, balance and audit assigned accounts
  - Assemble, organize and prepare data for records and reports
  - Understand and follow oral and written instructions
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- Meet schedules and timelines
- Perform various clerical duties in support of assigned functions
- Operate a variety of office equipment including calculator, copier, fax machine, computer and assigned software

#### EXPERIENCE:

- Minimum two years' payroll experience with more than 25 employees
- Must have a minimum of two years' experience with accounting software and Microsoft Office including Excel, Word, and Outlook.
- Modern office practices, procedures and equipment
- Interpersonal skills using tact, patience and courtesy
- Data control procedures and data entry operations

#### OTHER REQUIREMENTS:

- Must have tolerance and professionalism under stressful conditions or when dealing with employees
- Attend job related trainings as deemed necessary
- Work evenings, weekends, and /or holidays as needed or requested
- Work under pressure to meet deadlines
- Must maintain strict confidentiality at all times
- Perform related duties as assigned

#### PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Lifting and bending
- Manual and finger dexterity and eye-hand coordination for operation of personal computer and paperwork
- Stamina to sit for prolonged periods of time

#### SPECIFIC JOB PERFORMED:

- Perform bi-weekly payroll
- Coordinate payroll process and integrate information from time keeping software with accounting software
- Prepare payroll journals
- Update all applicable spreadsheets
- Track and review leave accruals
- Review and verify accuracy of timesheets
- Verify available leave balances in comparison to leave slips
- Review and process early check and draw requests
- Provide employees and managers with leave balance accruals

- Prepare W-2's
- Ensure all taxes, fees, withdrawals are paid on time
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns

#### **TERMS OF EMPLOYMENT:**

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.