



## 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 DESCRIPTION

**POSITION:** Payroll Specialist  
**STATUS:** Non-Exempt  
**CLASSIFICATION:** Full-time  
**DEPARTMENT:** Finance  
**REPORTS TO:** Accounting Manager  
**POSITION CATEGORY:** B  
**RATE OF PAY:** DOE

Tribal Chairman:  
Mark Macarro

Council Members:  
Raymond J. Basquez, Jr.  
Catalina R. Chacon  
Marc Luker  
Robert "R.J." Munoa  
Russell "Butch" Murphy  
Michael A. Vasquez

Tribal Secretary:  
Louise Burke

Tribal Treasurer:  
Robyn Delfino

#### 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 JOB 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.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

**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 3 years 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.

## KNOWLEDGE, SKILLS AND ABILITIES

- Must have good attention to detail and excellent organizational skills.
- Must possess excellent telephone etiquette and have good verbal and written communication skills.
- Must have a positive attitude, be a team player, and be willing to help others as needed.
- Must possess excellent customer service skills.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Ability to work well with others in a dynamic environment.
- Ability to develop constructive and cooperative working relationships with others, and maintain them over time.
- Must be able to speak to others and convey information effectively.
- Ability to exercise sound judgement and maintain strict office confidentiality.
- Ability to prioritize and manage multi-tasks simultaneously.
- Ability to maintain focus with regular interruptions.
- Ability to observe, receive, and otherwise obtain information from all relevant sources.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

This is largely a sedentary role that includes sitting for extended periods of time; however, handling and managing documents and files is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary.

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually quiet while inside, or moderately noisy when working around office equipment, when outdoors and/or during events.

*Employee's acknowledgement:* I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Luiseño Indians.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee

\_\_\_\_\_  
Signature of Employee's Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee's manager

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