



**SHIPROCK ASSOCIATED SCHOOLS, INC.**

**P.O. BOX 1809**

**SHIPROCK, NM 87420**

**Phone: (505) 368-2100 | Fax: (505) 368-2076**

**www.sasischools.net**

## **Payroll Technician Position Description**

<b>Department</b>	Business Office	<b>Reports To</b>	Business Manager
<b>Salary Range</b>	Based on appropriate salary structure	<b>Classification</b>	Non Certified
<b>Contract Days</b>	260	<b>Supervises</b>	
<b>Type of Position</b>	Full Time	<b>Effective Date</b>	
		<b>Revised Date</b>	March 16, 2023

### **PERFORMANCE EXPECTATIONS**

In performance of their respective tasks and duties all employees at the Shiprock Associated Schools, Inc. (SASI) are expected to conform to the following:

- Adhere to all Shiprock Associated Schools, Inc. policies and the professional and ethical behavior standards of public education.
- Interact in an honest, trustworthy and dependable manner with students, teachers, administrators, parents and the community.
- Abide by all applicable Public Education standards and Navajo Nation Laws.
- Possess cultural awareness and sensitivity.
- Maintain a valid insurable driver's license.

### **POSITION PURPOSE**

This position processes all phases of payroll.

### **ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- Complies with and supports all Shiprock Associated Schools' policies and procedures.
- Integrates the school philosophy, vision, and mission statements into area of work.
- Audit and verifies incoming payroll data, responds to daily payroll questions and addressing payroll issues, ensures compliance with mandated federal requirements and maintains confidential employee records.
- Prepares monthly close-outs to ensure consistence and accurate reporting.

- Prepares journal entries as needed to post to general ledger for accurate reporting.
- Prepares payroll functions, which includes reviewing timesheets and account codes for accuracy, collaborating with administrators on time clarification, uploading necessary data into Infinite Visions submitting payment for payroll processing to employees and processing payments for employee supplemental insurance deductions.
- Collaborates with business office staff to verify payroll journal for internal control purposes.
- Collaborates with business office staff and Human Resources on a monthly basis to verify health insurance coverage and assist with processing payment.
- Maintains and prepare reports on employee leave balances.
- Maintains the Infinite Visions employee self-service portal for employee payroll data.
- Prepares all federal, state, and local tax reports as required on a bi-weekly, monthly, quarterly and annual basis.
- Prepares and submit reports to the State of New Mexico on newly hired and re-hired employees as required by federal and state mandates.
- Prepares W-2 and W-3 for annual federal reporting.
- Assists as necessary with audit reporting during annual audits.
- Maintains confidential files and employee records in an organized manner.
- Safeguards and secures all information with confidentiality.
- Attends all required trainings and related meetings.
- Assumes responsibility for professional growth through on-going program trainings, professional developments days, licenses, and/or advanced coursework at institutions of higher learning.
- Performs other duties as assigned, within your scope of practice.

## MANDATORY MINIMUM QUALIFICATIONS

### **Experience:**

Five (5) years of direct work experience.

### **Education:**

Associate Degree in Accounting or Business-related field or ten (10) years of direct work experience.

### **Mandatory Knowledge, Skills, Abilities and Other Qualifications:**

- Excellent customer service and interpersonal relationship skills.
- Knowledge of Governmental Accounting and GAAP.
- Proficient with CYMA or similar accounting software; must understand Tyler Technology Infinite Vision software.
- Must possess strong written and verbal communication skills.

- Ability to organize and prioritize work and to meet deadlines.
- Must have or able to obtain First Aid/CPR certification and a Navajo Nation food handler's permit.

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in related field.
- Bilingual (Diné/English).

### **ENVIRONMENT**

The physical demand and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 50 to 100 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues. May be required to move light furniture.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employee may require performing extensive work at a computer display terminal.

May be required to break up fights.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during their duties. The employee may be exposed to infectious disease as carried by students.

The employee may be exposed to bodily fluids and waste while performing duties in life skills, multi-handicapped, and some one-on-one situations.

The employee may be required to travel in school owned or leased vehicles while supervising and assisting students. Overnight travel may be required.

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

#### **Evaluation:**

Performance of this job will be evaluated in accordance with provisions in the Governing School Board approved SASI policies and procedures.

**Mental Demands:**

There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

**NAVAJO PREFERENCE**

SASI and its facilities are located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position. Other candidates will be considered only after all candidates entitled to primary preference have been fully considered.

**OTHER**

**All employees must fully uphold all principles of confidentiality and student care. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.**

**Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.**

**Reviewed By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**ACKNOWLEDGMENT**

I have reviewed the content of the Payroll Technician position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Employee (printed name)	Employee (signature)	Date
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Supervisor (printed name)	Supervisor (signature)	Date