

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-23-164

Closing Date: Open until filled



POSITION TITLE: Payroll Technician

DEPARTMENT: Human Resources

Position Summary:

Under general supervision of the Compensation & Benefits Manager and Payroll Administrator. The Payroll Technician is responsible for managing, entering, and reconciling payroll for direct hired employees. Assists Payroll Administrator with time and attendance systems, invoice reconciliation and all related payroll tax compliance. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Coordinates and assists with bi-weekly payroll submission for direct hired employees.
- Works closely with contracted electronic timekeeping provider in setting up and maintaining the timekeeping system.
- Assists department supervisors on proper submission of timesheets and resolve any pay discrepancies including retention and bonuses.
- Assists employees to set-up to view their timesheet and print pay stub in Paycom ESS.
- Presents presentation to inform employees of any changes, or share new and updated information regarding payroll.
- Ensures payroll information is checked for accuracy each pay period in time to be processed by Paycom.
- Downloads payroll information from Paycom for the Finance Team to import into Oracle accounting system.
- Enters each payroll data into the WIHCC database and reconciling these entries with the Paycom online payroll reports.
- Ensures and assists with timely payments of all payroll liabilities.
- Assisting Payroll Administer in preparing correcting journal entries, as well as providing documentation and explanation for all payroll corrections and discrepancies.
- Assists with classifying Workmen's Compensation, as well as SUTA into departmental categories for quarterly payment.
- Assisting in obtaining payroll flow backs for IPAs and MOAs from Navajo Area Indian Health Service as needed.
- Performs data entry for workers' compensation, reimbursements and payroll adjustments.
- Assisting with entering the payroll data into the database, preparing a journal entry for General Ledger entry and reconciling control document to Oracle Trial Balance.
- Assists Payroll Administrator with reconciling benefit invoices and review for submission for payments.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Associate's Degree and three years payroll experience or equivalent from a two-year college or technical school or one or more years related experience. College degree is preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of strong work ethics in the workplace.
- Knowledge in Excel, Access, Oracle accounting system, and automated payroll system are preferred.
- Knowledge of devising and customizing payroll reports (spread sheets) using data from the automated payroll system is essential.
- Knowledge of payroll accounting impact on the General Ledger.
- Knowledge of basic application of confidentiality.
- Knowledge of duties and responsibilities of the position.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to interact effectively with a wide variety of individuals.
- Ability to work under the pressure of dealing with multiple tasks and constant deadlines, while maintaining attention to detail and accuracy.
- Ability to communicate orally and in writing.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.