



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Payroll/Finance Clerk (Full Time – Finance Department)**

Pay Grade: NE 9 **Status:** Non- Exempt; Bi-weekly Pay **Background Check:** Extensive
Hiring Range: \$16.22 - \$22.50 - **Commensurate with Verified Qualifications**

Indian Preference applies in accordance with Ordinance #15-600-02

Summary: This position is responsible for payroll processing and required reporting, analysis and communications relating to payroll.

Employment Qualifications: Minimum Necessary Qualification:

- High school diploma or GED required; and
- A minimum of one (1) year experience as a payroll clerk or similar position within an accounting department; and
- The technical skills of an intermediate user of MS Outlook, Word and Excel software, computers, and office equipment. The candidate's technical skills will be tested during the interview process.

Duties and Responsibilities

1. Processes payroll time sheets and enters data into the payroll software in an accurate and timely manner.
2. Assists in calculating all pay raises and any resulting retro-active pay.
3. Transmits all payroll taxes promptly and accurately.
4. Assists in the completion of all Federal and State reports pertaining to payroll and payroll taxes.
5. Calculates 401(k) amounts due and requests payment of employee and employer contributions directed for eligible employees by the Human Resources Department.
6. Provides management with payroll information upon request.
7. Assists in maintaining department hardcopy and electronic files following approved file maintenance procedures.
8. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
9. All other position related duties as assigned by supervisor.

Other Skills and Abilities

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, and a commitment to confidentiality.

Supervisory Responsibilities:

None

Physical Demands

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will carry work-related materials up to twenty-five (25) pounds.

Working Environment:

Work is performed in a climate-controlled office environment. The employee's work schedule may periodically need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

Application Instructions:

Visit the LRBOI website to complete and submit an application, cover letter, resume, and copy of Tribal ID Front/back (if applicable) as well as any supporting documentation such as educational transcripts or certifications (website: www.lrboi-nsn.gov)

All applications and supporting documents are required to be submitted electronically.

For the complete job description or further information, please contact the LRBOI HR Department at:

**LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: 231.723.8288**

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

Posted – 05/08/2025