



SAN CARLOS HOUSING AUTHORITY
P.O. Box 740
Peridot, Arizona 85542
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Position

Payroll Clerk

Location

Peridot, Arizona

Job Type

Full-time

Salary

Depends on Qualifications

Opening Date

2/9/2024

Closing Date

Until Filled

Position Summary:

The payroll clerk will engage in processing timecards; compiling payroll statistics; prepare registered and process payroll payments; review and update accounting for payroll; update all files; produce reports required by Labor laws and comply with Federal and State regulations. Review all documents to ensure compliance with SCHA policies and procedures.

ESSENTIAL FUNCTIONS:

- Registers in the computer system from personnel records P.A.F. (Personnel Action Forms) the names, pay rate, classification of new hires.
- Prepares W-2 and delivers to each personnel with income during the year and sends the corresponding forms to IRS and Social Security.
- Enter any changes in the payroll deductions controls; hire or terminations dates, review documentation required for completeness and status change from P.A.F. and W-4.
- Review all timecards for accuracy; ensure all approved signatures are in place and process payroll.
- Generates data entry register, prints reports of earnings, benefits, deductions, employer's expense and pre-check register for Finance manager's signature.
- Process payroll payments (direct deposit or checks).
- Prepare and distribute payroll with proper sign-out list for department managers.
- Mail or distribute to organization or corporation payroll deductions.

- Prepare payroll tax deposit for e-file on paydays. Reconcile after each pay period to ensure accuracy on balances in liability accounts.
- Complete and respond to Verification of earnings from department or organization.
- Review, obtain signature and respond to Unemployment forms.
- Ensure and upkeep up-to-date files for payroll, individuals and deductions.
- Processes timecard entries from electronic timeclocks; notifies management of incomplete entries and/or errors to employee records.
- Updates payroll database to reflect all additions, deletions and changes to employee database including, but not limited to new hires, terminations, benefit plan deductions, tax withholdings and address changes as well as direct deposit changes.
- Reviews electronic timesheets for department approval in accordance with policy
- Ensures timely production of paychecks and associated payroll activity reports.
- Reviews reports for accuracy; identifies errors/corrections and prepares requests for record adjustments as appropriate.
- Calculates total deductions by type and prepares check request to issue payment.
- Prepares and submits for approval payroll tax deposits and quarterly/annual payroll tax reports.
- Calculates and prepares manual paychecks as requested; forwards for approval signature and notifies requester.
- Processes a variety of payroll adjustments including, but not limited to: garnishments, levies, manual check issued and PTO usage to provide for accuracy of payroll records
- Identifies instances of employee overpayment; works closely and collaboratively with management and/or Human Resources to develop repayment plan.
- Participates in departmental orientation, on the job training and quality assurance programs/initiatives.
- Participates in a variety of department programs to maintain current skill and competency levels; identifies and discusses performance or training needs.
- Performs all other job-related activities as requested.

Minimum Requirements:

- Three (3) years of experience as a payroll clerk or accounting position related to processing payroll.
- High school diploma or GED equivalent, required.
- AA Degree in business, preferred.
- Current and valid state driver's license, Arizona required.

Tribal Preference:

Preference in filling vacancies may be given in accordance with the Indian Preference Act and SCHA Personnel Manual relating to Tribal and Veterans Preference. The San Carlos Housing Authority will grant preference for employment to qualified individuals in the following order:

1. Enrolled members of the San Carlos Apache Tribe with Veterans' Preference. Enrolled members must show proof of honorable discharge by submitting a DD-214.
2. Enrolled members of the San Carlos Apache Tribe.
3. Indian spouse or Indian parent of an enrolled member of a federally recognized Tribe or a parent of an enrolled member of a federally recognized Indian tribe.
4. Enrolled members of a federally recognized Indian Tribe.
5. Non-Indian spouse or non-Indian parent of an enrolled member of a federally recognized Tribe.
6. Non-Indian.

The Tribal Preference policy applies to hiring, placement, selection for training, treatment during employment, promotion, transfer, reduction-in-force and lay off.