



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 06/17/2022	Employee Requisition Number ER-22312	JOB OPPORTUNITY	
Title/Position: PAYROLL SPECIALIST			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: FINANCE/ACCOUNTING	Location: Okmulgee	Location Code: 72	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
 MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	<p>Incumbent applies principles of accounting to analyze financial information and assists in the preparation of financial reports. Assistance includes compiling and analyzing financial information to prepare entries to accounts, such as general ledger accounts documenting business transactions. Compiles, sorts, and maintains various documents such as personnel action requests, time sheets and checks for employees of the Nation and the Division of Health. Enters hours worked and computes as well as posts wages earned. Maintains payroll accounts for the Nation and the Division of Health. Records changes affecting net wages including, but not limited to, exemptions, dependent insurance coverage as well as 401k loans and updated changes to master payroll files. In addition, incumbent will assist supervisor(s) in preparing tax disbursements and tax reports, accounting of payroll accounts, maintaining the computerized payroll system and processing voluntary/involuntary payroll deductions including levies and garnishments. This summary applies to all payroll accounts on the system for the Muscogee (Creek) Nation, the Department of Health and any other payroll accounts residing on the payroll system.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Provides assistance in preparing and posting payroll adjusting transactions. Reviews and approves transactions related to payroll, fiduciary funds, and employee benefits. Assists with payment of the payroll and tax liability accounts. 2. Verifies accuracy of personnel action requests and enters into payroll system. 3. Provides controls and assistance to supervisor in accounting for payroll tax activities, including compliance with state and federal regulations. 4. While entering data into the system for payroll accountability, confirms the accuracy of current payroll to previous pay period(s) before printing checks. Information verification. 5. Processes payroll for Muscogee (Creek) Nation or the Department of Health. Initiates computer generated payroll reports. 6. Prepares the tax returns and related payroll reports which include various tax forms, Employer's Quarterly Federal Tax Returns, SUTA



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	<p>Return, Workers' Compensation Reports, and Oklahoma State Tax Returns for the Muscogee (Creek) Nation and the Department of Health.</p> <p>7. Processes Supplemental Payroll and Special Payrolls. Prepares and issues the W-2 Tax forms of the employees after reviewing payroll reports.</p> <p>8. Assists in analyzing the fringe benefit accounts for FICA, Federal Unemployment taxes, State Unemployment taxes, Workers' Compensation, Health and Life insurance and the retirement plan.</p> <p>9. Prepares various payroll and accounting papers, summaries, and schedules for the auditors.</p> <p>10. Provides information to appropriate agencies regarding employees' earnings.</p> <p>11. Maintains and files checks, personnel action requests, and other payroll related documents.</p> <p>12. Performs additional duties as may be reasonably expected of a person in this position.</p>
Minimum Requirements:	Associates Degree in Accounting or Business or Three (3) years of payroll experience. Computer literate with good communication skills.
Preferred Requirements:	Associates Degree in Accounting or Business with three years of payroll experience. Proficiency using Munis or a financial system and a payroll automated system.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.



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Dependability: Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.