



White Earth Reservation Tribal Council

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CHAIRMAN
Terrance "Terry" Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Payroll Assistant
Location: White Earth
Pay: \$15.57/hr
Benefits: Full
Open: 07-10-17
Close: 07-21-17
Status: Full time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for performing payroll function to ensure all employees are paid correctly and timely. They will help the Payroll Administrator process the payroll for employees of the White Earth Reservation, including payroll taxes, payroll deductions, and financial statement reporting.

- Compiles payroll data and enters data to compute and post wages for the accurate pay of employees.
- Processes payroll deductions in accordance to applicable federal, state and tribal regulations, policies or procedures.
- Processes payroll checks and EFT's for timely and accurate distribution to employees.
- Maintains records for accurate payroll processing and reporting.
- Prepares various payroll reports for accurate recordkeeping and submittals to appropriate department or agency.
- Communicates with internal and external sources to ensure program and organization is represented in a professional manner.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities Required:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Finance Department.
- Knowledge of principles and processes for general accounting procedures.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of applicable state, federal, and tribal regulations as they impact payroll.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Skilled in the operation of office equipment, including, copiers, fax machines, and or adding machines.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Qualifications Required:

- **High School Diploma and one (1) year of office experience preferably in bookkeeping or accounting.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to: White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.
Background Checks performed*