



Payroll Administrator

Position Description

Division:	NNOGC Corporate	Reports to (title):	Human Resources Director
Department:	Accounting	Job Location:	St. Michaels, AZ
Job Code:	PAYADM	Supervises:	None
Pay Grade:	NE 9	Classification:	Non-Exempt
Hours/week:	40 hours	Effective Date:	February 01, 2005
Type of Position:	Full-time	Revised Date:	04/02/2014; 07/09/2015

PERFORMANCE EXPECTATIONS

In Performance of their respective tasks and duties all employees of Navajo Nation Oil & Gas Company (NNOGC) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Adhere to all professional and ethical behavior standards of the oil & gas industry
- Interact in an honest, trustworthy and dependable manner with clients, employees and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver’s license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

POSITION PURPOSE

This position works in collaboration with the Human Resources and Accounting Department and to ensure the timely and accurate processing of payroll. The Payroll Administrator confirms proper policies and pay practices are adhered to and in accordance with federal, state and government regulations. Prepares and oversees the processing of tax balancing, quarterly reporting, year-end and W-2 processing and, is responsible for ensuring Payroll software systems are maintained and updated accordingly.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions with an upmost confidential privileged information.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitates audits by providing records and documentation to auditors.
- Prepare and ensure accuracy of annual W-2s, including all applicable reporting. Reviews reports with immediate supervisor, CFO and release W-2’s as authorized.

- Complete preliminary reconciliation of month-end and quarter-end payroll accounts, for 401(k) contributions and loans, workers' compensation, employee benefits, garnishments, and all payroll taxes.
- Works closely with the Accounting Department for payroll journal entries and reconcile to the General Ledger (GL) on a bi-weekly, quarterly to annual basis. Maintain records of all meetings and action items.
- Monitor all benefit hours, ensure accurate totals, benefit eligibility is activation for new employees, report employer liability, maintain control of usage and grants.
- Provide internal payroll adhoc reports and information to the management team, as appropriate
- Perform other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Five (5) years experience in a payroll and accounting department; and 2 years job related experience in the administration of payroll taxes. Certification in Fundamentals of Payroll preferred

Education:

- Associate's Degree in Business Administration, Accounting or related field

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Considerable knowledge of principles and practices of accounting/payroll administration
- Knowledge of current computer software applications, including Windows 11, HRIS/Payroll Software (e.g., UKG, ADP, etc).
- Knowledge of personnel administration procedures
- Ability to operate standard office equipments
- Ability to maintain a high level of confidentiality
- Skilled at analyzing and problem solving
- Skilled at effective oral and written communication
- Excellent interpersonal skills
- Ability to multitask in any situation

POSITION PREFERENCES

Licenses and
Certifications:

WORK ENVIRONMENT

- Work Environment:** Work is generally performed in an office setting with a moderate noise level. Variable hours based on operational needs. Tight time constraints and multiple demands are common. Travel and after hours work may be required
- Physical demands:** While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

Navajo Nation Oil and Gas Company gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

OTHER

All employees must uphold all principles of confidentiality and proprietary information to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

ACKNOWLEDGMENT

I have reviewed the content of the **Payroll Administrator** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of the position as outlined in this description, with or without reasonable accommodation.

Description any accommodation required to perform these functions:

Employee (printed name)

Employee (signature)

Date