



Payroll Administrator

Position Description

Division:	NNOGC Corporate	Reports to (title):	Human Resources Director
Department:	Human Resources	Job Location:	St. Michaels, AZ
Job Code:	PAYADM	Supervises:	None
Pay Grade:	NE 9	Classification:	Non-Exempt
Hours/week:	40 hours	Effective Date:	2/1/2005
Type of Position:	Full-time	Revised Date:	10/7/2024

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 reports to the Human Resources Director and works in collaboration with the Human Resources (HR) Department, and other business units’ management to ensure the timely and accurate payroll processing. The Payroll Administrator ensures compliance by adhering to all federal, state, and local regulations that govern how employees are paid. Prepare and oversee the processing of all payroll-related taxes, quarterly reporting, year-end, W-2 processing.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Ensure time and attendance are accurate in the HRIS system, including verification of job and/or pay rate changes, and adherence to FLSA; monitor submission of approved time sheets, and ensure valid data transfer to/from payroll service.
- Prepare and process bi-weekly payrolls for approximately 100 employees; review and ensure the accuracy of approved timesheets; track and deduct all scheduled payroll deductions and other special exceptions related to the payroll.
- Collaborate with HR and other departments to ensure proper flow and maintenance of employees’ data, including preparation/distribution of detailed reports.
- Maintain electronic time and attendance records.
- Maintain leave benefit accruals and employee deduction/garnishment.

- Work with auditors periodically process reports or provide documentation, including workers compensation audits.
- Reconciles payroll to the general ledger and monthly bank statements.
- Prepare, process and ensure the accuracy of all year-end payroll requirements, including W-2s.
- Provide census and payroll reports upon request.
- Perform other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Three (3) years' experience in payroll and one (1) year of accounting experience. 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 MS 365, 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 of any accommodation required to perform these functions:
