

**TUBA CITY REGIONAL HEALTH CARE CORPORATION (TCRHCC)**  
**Job Description**

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**PAYROLL MANAGER**

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<b>Date:</b> August 29, 2007	<b>Department:</b> Finance
<b>Reports to:</b> Chief Financial Officer	<b>FLSA:</b> Exempt
<b>Human Resources Review:</b>	<b>Approved by:</b>

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<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
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**POSITION SUMMARY**

The Payroll Manager is under general direction of the CFO. Incumbent is responsible for directing the activities of all payroll activities, developing and monitoring all tasks necessary to accomplish the organization's payroll processing objectives, including relationships with internal and external auditors, and tribal and federal agencies. Incumbent spends majority of time on planning, coordinating, and managing the functions of TCRHCC payroll process.

**QUALIFICATIONS**

**MINIMUM MANDATORY QUALIFICATIONS**

**Education:**

Bachelors degree in Accounting or the equivalent

**Experience:**

Two year in full-charge of payroll with a hospital, health center, or clinic, or at least four years in full charge of payroll with a non-profit, educational, or governmental organization having a staff of at least 100 employees or annual net revenues of at least \$10 million.

**Other Skills and Abilities:**

A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. All employment references must address and indicate success in each one of the following areas:

- Positive working relationships with others
- Possession of high ethical standards and no history of complaints
- Reliable and dependable; reports to work as scheduled without excessive absences.
- Considerable knowledge of payroll administration, including federal and tribal regulations
- Considerable knowledge of financial mathematics and forecasting techniques sufficient to compute costs for budgets and to calculate significant ratios
- Ability to select information from sources such as financial and operating records and to organize information for reports
- Ability to comprehend and apply principles of advanced mathematics
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Thorough understanding of Microsoft Excel and a computerized payroll system designed for medium to large-sized companies.

## **PREFERRED QUALIFICATIONS**

### **Other Skills and Abilities:**

Ability to speak Navajo, Hopi, or San Juan Southern Paiute

## **ESSENTIAL FUNCTIONS**

1. Responsible for managing TCRHCC's bi-weekly payroll that includes reviewing and auditing payroll processing and registers for accuracy prior to distribution.
2. Supervises all aspects of Payroll functions
3. Monitors departmental submission of payroll and deadlines, ensuring timely, accurate reporting, and distribution of all payroll-related functions and processes
4. Oversees timely and accurate transmission of payroll processing to ADP
5. Assists in development, establishment, and monitoring of policies and procedures to ensure proper
6. and consistent reporting controls and efficient execution of all payroll related functions
7. Coordinates payroll related HR information and processes and assists with New Staff Orientation regarding benefits, open enrollment, and payroll
8. Conducts new manager training in payroll practices and procedures
9. Audits and reconciles all payroll accounts
10. Administers monthly financial reports
11. Maintains federal and state reports to include payment of required taxes and processing of W2's
12. Responsible for the development, deployment, and maintenance of payroll procedures and processes
13. Manages overhead allocations and payroll account distributions
14. Provides direction to the Information System Department on maintenance and enhancements to the Payroll and HR software
15. Serves as Administrator to TCRHCC automated time and attendance and payroll system
16. Effectively respond to questions and inquiries regarding payroll related issues
17. Performs other duties as directed.

## **PROBLEM SOLVING**

Problem solving skills will be critical to the effective performance of this job, including analytical skills to synthesize complex or diverse information; and will identify and resolve problems in a timely manner using skill to gather and analyze information, and develop alternative solutions as needed.

## **MENTAL AND PHYSICAL EFFORT**

The physical and mental demands described here are representative of those that must be met by a professional employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **Physical:**

The position requires an individual of high energy that can maintain a long and flexible schedule to meet the leadership requirements of this position. Includes intense work on a computer; frequent walking to reach locations in the facility; occasional reaching, bending, and light carrying. Physical activity requires regular use of hands and fingers to handle or feel, reach with hands and arms, talking and hearing; and vision ability requires close vision, depth perception, and ability to adjust focus.

### **Mental:**

Uses independent judgment and analytical skills to make decisions that impact operations, finances, and customer service within the organization and to carry out all responsibilities related to this position.

Position requires ability to maintain pleasant working relationships, and ability to perform multiple tasks simultaneously.

**IMPACT**

Provides financial expertise and leadership in a functional area of this department, and participates in the development of goals and objectives by providing input into the strategic process on improvements in their area of responsibility.

**NAVAJO/INDIAN PREFERENCE**

**TCRHCC is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation or another federally-recognized Indian tribe will be given preference in hiring and employment for this position.**

**APPLICATION DECLARATION**

I have read the qualifications and requirements for the position of Payroll Manager. To the best of my knowledge, I believe I can perform these duties.

Employee Name (PRINT): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_