



SAFETY SENSITIVE POSITION

**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 12/6/2024 11:37 AM	Employee Requisition Number ER-25084	JOB OPPORTUNITY	
Title/Position: PAYROLL SPECIALIST			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: FINANCE/ACCOUNTING/PAYROLL	Location: Okmulgee	Location Code: 72	FT/PT Full Time

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

General Summary:	<p>Compiles, sorts, and maintains various documents such as payroll reports, checks, and personnel action requests for employees of the Muscogee (Creek) Nation and the Division of Health. Transfers hours worked to payroll for processing when time entry is released from Human Resources. And computes as well as posts wages earned to the financial system.</p> <p>Maintains payroll accounts for the Nation and the Division of Health. Records changes affecting net wages including retroactive pay and updates changes to master payroll files. Assists in compiling information to prepare entries to general ledger accounts. In addition, incumbent will assist supervisor(s) in preparing tax disbursements and tax reports, payroll or related accounts. Prepares and processes voluntary/involuntary payroll deductions including levies and garnishments. This summary applies to all payroll accounts on the system for the Muscogee (Creek) Nation, the Division of Health and any other payroll accounts on the payroll system.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. While entering data into the system for payroll, reviews the accuracy of current payroll before generating the direct deposit file and printing checks. Information verification of the vendor files. 2. Prepares the payments of the payroll and the employee benefits. 3. Processes payroll for the Muscogee (Creek) Nation or the Division of Health. Initiates computer generated payroll reports and distributes the reports to various programs. 4. Prepares and posts the payroll adjusting transactions. Reviews transactions related to payroll and employee benefits. 5. Prepares the garnishment forms, levies, and other income assignments. 6. Provides customer service to the employees in regard to their payroll check. 7. Provides assistance to supervisor in accounting for payroll tax activities,



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	<p>including compliance with state and federal regulations.</p> <p>8. Processes Supplemental Payroll and Special Payrolls. Prepares and issues the W-2 Tax forms of the employees after reviewing payroll reports.</p> <p>9. Prepares various payroll summaries, and schedules for the auditors.</p> <p>10. Provides information to appropriate agencies regarding employees' earnings.</p> <p>11. Maintains and files the check information, 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:	1. 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.
Valid Oklahoma Driver's License required?	No
Please list any additional licenses required:	Special Considerations - Proficiency using Munis or a financial system and a payroll automated system.

- Customer Service:** Responds promptly to customer needs; Responds promptly to voicemails and emails.
- Professionalism/ Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.
- Time Management:** Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
- 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.
- Analytical Skills:** Collects and researches data; Uses intuition and experience to complement data.
- Teamwork:** Balances team and individual responsibilities; Exhibits objectivity and openness to others' views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone's efforts to succeed.
- Leadership:** Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner;



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- Ethics:** Uses sound judgement; Makes timely decisions.
Works within the approved budget; Conserves organizational resources.
Treats people with respect; Keeps commitments; Inspires the trust of others;
Works with integrity and ethically; Upholds organizational values.
Adheres to policies and procedures.
- 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, including cyber security.
- Attendance/Punctuality:** Regular and on time attendance. Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction; Takes responsibility for own actions.

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

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

Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: **If any box is checked THIS IS A SAFETY SENSITIVE POSITION (No failed drug test is tolerated).**

- Operate motorized equipment, machinery, power tools, and/or a motor vehicle.
- Repair, maintain, or monitor the performance or operation of any equipment, machinery, or manufacturing process (preparing food where knives and kitchen equipment is used).
- Work in close proximity to motor vehicles or heavy equipment and/or construction sites.
- Operate any equipment which could seriously injure any person as a result of misuse.
- Carry and use of firearms/ammunition
- Work with vulnerable or violent clients.
- Have direct contact with children and youth.
- Entrusted with the direct care or custody of children and youth and whose performance of his/her duties may affect the health, welfare, or safety of children and youth.
- Provide direct patient care or providing for the health, safety, and welfare of children, adults, disabled, and elders.
- Perform life threatening procedures such as firefighting, first responder, or EMT duties.
- Dispense pharmaceuticals



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- Have access to or responsible for confidential information or sensitive data protected by federal, state, or Muscogee Nation law.
- Have responsibility for money, receipts, and/or disbursement of negotiable instructions, e.g., money, checks, or property disbursements.
- Have responsibility for all financial documents, credit data, credit account records, or credit transactions.
- Have responsibility for the use, handling, packaging, processing, storage, disposal, or transport of controlled substances, toxic, radioactive, or other hazardous materials.
- Have responsibility for security, surveillance, or law enforcement duties.
- Have routine access to security control and key systems
- Operate, maintain, or oversee critical services and infrastructure including, but not limited to: a. Electric;b. Gas;c. Water;d. Power generator; e. Distribution.
- Positions governed under the rules and jurisdiction of the Department of Transportation
- Any position in which a momentary lapse in attention could result in injury or death to an employee or another person.
- None of these apply

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.

Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.