

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – www.stonechild.edu

EMPLOYMENT ANNOUNCEMENT:

Job Title:	Payroll Manager/Specialist
Opens:	February 13, 2025
Closing:	February 27, 2025
Supervisor:	Chief Financial Officer
Classification:	Full-time, non-exempt
Salary:	Commensurate with SCC Salary Scale, based on experience and education. Includes fringe benefits.

JOB SUMMARY:

Stone Child College is seeking a highly motivated and experienced individual to fill the position of Payroll Manager/Specialist. This role will be responsible for documenting the time, wages, and fringe benefits of all employees, students, and faculty. The Payroll Manager/Specialist will ensure that proper documentation is maintained and that accurate reports are submitted to the appropriate agencies.

JOB DUTIES:

- Prepares and processes all payroll and fringe for faculty, staff and students.
 - Ensure proper documentation is on file prior to processing payroll.
 - Collect and verify time sheets
 - Verifying accounting data for each employee (Expense centers and Pay rates)
 - Printing payroll checks and direct deposit on the college's accounting system.
 - Maintain leave balances for staff
 - Responsible for coordination of fringe packages.
- Preparation and payment of employer payroll taxes.
 - Prepare checks for payroll tax payments when due (Federal, State and Tribal)
 - Mail payroll tax payments when due
 - Prepare other payroll tax checks
- Preparation and submission of employer payroll reports (Quarterly, Annual, etc....)
- Preparation and disbursement of employee wage statements (W-2's, 1099's, etc.....)
- Other duties as assigned by the CFO

PERFORMANCE OBJECTIVES:

- To ensure the college's payroll procedures system is in compliance with generally accepted accounting principles.
 - To ensure the payroll documents are properly recorded and are reconciled with the college's accounting system.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Associate degree in business or accounting required.
- Bachelor's degree in business or accounting preferred.
- Requires general knowledge of standard accounting procedures and computerized accounting systems.
- Strong organizational and time management skills to handle multiple tasks and deadlines.
- Understanding of Native American cultures, traditions, and challenges faced by Native American communities.

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- Knowledge of the Rocky Boy Indian Community including its geography, population groups, educational needs, and cultural differences.
- Demonstrated ability to use Microsoft Office Suite.

HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- Letter of interest
- Current resume or CV
- Transcripts (unofficial may be used at time of application, but official will be required upon hiring)
- Three (3) professional letters of reference with contact information (current – one year or less)
- SCC application (<https://www.stonechild.edu/employment/>)

Via email to: Clarissa Bumpass, Assistant to the President//Human Resources Director – hr@stonechild.edu. Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.