

# Vacancy



**CANKDESKA CIKANA  
COMMUNITY COLLEGE**

*Spirit Lake Tribe*

**Position Title:** Payroll Bookkeeper  
**Supervisor:** Chief Financial Officer  
**Opening Date:** October 12, 2021  
**Closing Date:** Until Filled  
**Salary:** DOQ

## **QUALIFICATIONS:**

- Minimum of an Associate's degree in Business Administration or Accounting.
- Previous Payroll experience preferred but not required.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology
- Strong organizational & multi-tasking skills
- Position requires a high level of confidentiality

## **JOB DUTIES & RESPONSIBILITIES:**

- Responsible for processing payroll weekly for all employees of the college.
- Verifying employee work hours with supervisors by timesheet collection including annual and sick leave allowed per policies.
- Maintaining employee records in the system such as employee status, benefits, deductions and taxes withheld. Maintain accurate annual leave and sick leave benefits, pay rates and status changes. Update as necessary.
- Prepare and do 941 tax deposits weekly.
- Prepare check requests to forward employee payroll deductions to vendors.
- Assure documentation for all paychecks and maintain a filing system.
- File weekly to keep documents in files current.
- Assure an audit trail through printed payroll reports, including a check register.
- Prepare and enter transferring journal entries for each payroll.
- File weekly electronic report of 401K contributions and profit sharing and upload contributions.
- File quarterly 941, North Dakota withholding and Job Service reports.
- Prepare and file annual W-2's, Workers Compensation report and W3 report.
- Enroll new employees and maintain necessary records.
- Follow financial policies and procedures.
- Cross Train to cover Payables in the absence of the Accounts Payable Bookkeeper.
- Assist in other areas of the business office when time permits.
- Participate on at least one CCCC committee.
- Participate in increasing knowledge of Dakota Culture and language.
- Other duties as assigned.

**Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.**

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Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to [sheri.diehl@littlehoop.edu](mailto:sheri.diehl@littlehoop.edu)

Visit our website [www.littlehoop.edu](http://www.littlehoop.edu) for an online application

