

Finance Technician

Job Summary:

The Finance Technician is responsible for processing payroll, maintaining employee payroll and benefit deductions records, and supporting daily accounting operations. This role ensures accurate and timely payroll processing, maintains compliance with applicable federal state, and local regulations, processes employee benefit deductions, and assists with financial reporting, reconciliations, and audit support. The position works closely with Human Resources, Finance, and management to maintain accurate records, resolve payroll-related issues, and support efficient administrative and accounting processes. Strong attention to detail, confidentiality, organizational skills, and knowledge of payroll and accounting procedures are essential for success in this role.

Department:	Finance
Supervisor:	Finance Director
Status:	Full-Time/Benefits after 90 days
In-House/Tribal Applications Due:	October 23rd, 2026
All other Applications Due:	UNTIL FILLED
Salary:	\$22.18/hr. DOE

Duties and Responsibilities

- Process biweekly payroll accurately and in a timely manner
- Maintain payroll records, including employee deductions, tax withholdings, direct deposit information, garnishments, and authorized deductions
- Review and validate employee timesheets, overtime, bonuses, commissions, and leave balances
- Ensure compliance with federal, state, and local payroll tax laws and regulations
- Process payroll adjustments, garnishments, and authorized deductions
- Prepare payroll-related reports and support internal and external payroll-related audits
- Respond to employee payroll inquiries and resolve discrepancies in a timely manner

Payroll & Benefit Deductions

- Process and maintain accurate employee benefit deductions through payroll (health, dental, vision, retirement, and other authorized deductions)
- Enter, update, and terminate benefit-related payroll deductions based on enrollment information provided by Human Resources or third-party administrators
- Maintain accurate payroll records related to benefit deductions, tax withholdings, and voluntary deductions
- Coordinate with Human Resources and benefit providers as needed to ensure deduction accuracy and resolve discrepancies
- Reconcile payroll benefit deductions to carrier invoices, retirement plan reports, and general ledger accounts

- Respond to employee payroll deduction questions and coordinate with Human Resources on benefits-related issues, as appropriate
- Assist Human Resources with employee benefits administration as needed, including enrollment support, record maintenance, and coordination of payroll deductions

General Accounting Duties

- Assist with accounts payable and accounts receivable processing
- Prepare and post journal entries to the general ledger
- Reconcile bank accounts, credit cards, payroll accounts, and balance sheet accounts
- Maintain accurate financial records and supporting documentation
- Assist with budgeting, expense tracking, and financial reporting activities
- Ensure compliance with accounting policies, procedures, and internal controls
- Support internal audits and financial analysis projects

Administrative & Compliance Support

- Maintain strict confidentiality of employee and financial information
- Ensure compliance with payroll, accounting, and applicable regulatory requirements
- Collaborate with Human Resources, Finance, and management to support accurate and efficient operations
- Assist with process improvements, system updates, and workflow efficiencies
- Perform additional administrative and accounting duties as assigned

Knowledge, Skills, and Abilities

- Working knowledge of payroll, accounting and office software systems, including Microsoft Office applications
- Knowledge of basic payroll processing, accounting principles, and recordkeeping practices
- Ability to process payroll, financial transactions, and disbursements with accuracy and attention to detail
- Strong data entry skills with a high degree of precision and efficiency
- Ability to maintain accuracy while working in a fast-paced, deadline-driven environment
- Effective verbal and written communication skills
- Ability to respond to employee inquiries professionally, clearly, and confidentially
- Ability to work collaboratively with internal team members and meet established deadlines
- Ability to maintain confidentiality of sensitive employee, payroll, and financial information

Minimum Qualifications:

- High School Diploma or GED
- Two years' experience in payroll, accounting, finance, or a related field
- Valid state Driver's License, if required for job-related duties

Preferred Qualifications

- Experience processing payroll in a multi-employee organization
- Experience with payroll tax reporting and reconciliations
- Experience with benefit deduction processing
- Experience with accounts payable, accounts receivable, and general ledger reconciliations
- Experience working with HRIS, payroll, or financial systems

Working Conditions

- Primarily performed in a standard office environment or remote work setting, with extended periods of sitting and computer use
- Frequent use of office equipment, including computers, phones, and standard accounting or payroll systems
- Requires sustained attention to detail and concentration to accurately process financial and payroll data
- May involve repetitive tasks such as data entry, reviewing reports, and reconciling accounts
- Occasional lifting of files or office materials up to 10–15 pounds, if applicable
- Work is performed during standard business hours, with occasional extended hours during payroll processing cycles, audits, or reporting deadlines

