

# SANTA ROSA RANCHERIA TACHI YOKUT TRIBE

## Job Requisition Form

**Department:** Finance  
**Position to be filled:** Per Capita Processor

### Required Qualifications/Essential Duties:

- High school diploma or General Education Degree (GED) and one year accounting experience in with ADP or similar systems.
- Must have valid California Driver License
- Must be insurable by company's insurance carrier and maintain throughout employment
- Certificated 10-key
- Typing Certificate of a minimum of 45 wpm
- Receive and process approved new membership certification from Membership Department.
- Receive and process education deduction forms from Education Department;
- Receive and process other deduction form from other departments;
- Process Per Capita Distribution for approximately 1100+ Tribal Members using Infor Payroll module (PR560), which soon replace ADP (Per Capita) Payroll system.
- Ensure the distributions and garnishment are distributed in a timely manner;
- Prepare, review and reconcile per Capita for input, and transmission to Infor Payroll module (PR560);
- Balance Per Capita accounts and prepares Per Capita journal Entries;
- Manages master Per Capita calendars and processing schedules;
- Assist in the preparation of all government and year end audits;
- Prepare, audit and review all per Capita Reports; Directs computation of pay according to company policy;
- Manage the development, implementation and administration of department system and procedures; Oversee, monitor, and perform quality control of the records into Infor Payroll module (or legacy ADP Per Capita System).
- Reviews Per Capita Records to determine payees and changes in wage rates;
- Interprets company policies and government regulation affecting Per Capita procedures;
- Prepare government reports; Reviews monthly Per Capita to ensure accuracy;
- Other duties as assigned.

**Reports To:** Finance Manager  
**Starting Rate of Pay:** \$22.00 per hour (Non-Exempt)  
**Approximate Hours:** 40+ hours per week

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.

