



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** General Ledger Payroll Tax Accountant

**OPEN:** June 4, 2024

**EXEMPT:** No

**SALARY:**(9) \$26.48- \$29.82/hr. DOE

**SHIFT:** Day

**LOCATION:** Administrative Building

**DURATION:** Regular Full Time

**CLOSES:** June 18, 2024

**JOB CODE:**

**DIVISION:** Finance

**DEPARTMENT:** Accounting

**SUPERVISOR:** General Ledger Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the General Ledger Supervisor or designee, the General Ledger Payroll Tax Accountant will be responsible for the preparation and submission of the Federal Payroll Tax Forms Quarterly and Annual filings including the timely processing of all W2's for LIBC and LNSO. The General Ledger Payroll Tax Accountant will monitor, manage, and reconcile payroll taxes at the employer and employee level. The General Ledger Payroll Tax Accountant will be responsible for the preparation and submission of the Quarterly State Unemployment Tax Act Reports to Employment Security Department and Semi-Annual Workers' Compensation Reports. Also, includes general ledger account analysis pertaining to all the related payroll general ledger accounts monthly as described below.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Reconcile payroll tax reporting after each pay run to ensure accurate and timely payments to the IRS.
2. Prepare reconciliation of the 50100 Salaries Expenses (one for LIBC and one for LNSO) and the annual leave 24310 and 50400 to the Employer Quarterly 941 Earning Verification – Gross Wages to ensure that all wages are captured accurately in the 941 Earning Verification.
3. Reconcile Gross Wages and Federal Withholding Tax Wages and make necessary adjustments.
4. Prepare reconciliation of the Gross Wages to the FICA (Social Security and Medicare) wages to ensure that the FICA taxes are calculated properly.
5. Make payments to Internal Revenue Service for tax liabilities (Twice a week and every main payroll run)
6. Prepare and submit Employer Quarterly Federal Tax Return (Form 941 and Schedule B) timely for LIBC and LNSO.
7. Prepare all the W2's annually for LIBC and LNSO employees.
8. Respond to IRS tax notices along with the resolving of the issues.
9. Reconcile the FWT and FICA Taxes in 10.150.0000.24200 with the payroll module report, i.e., Federal Taxes with EE/ER Breakdown bi-weekly.
10. Reconcile gross wages from Workers Compensation Report with the 941 Earning Verification Report to ensure that all wages are reported accurately.

11. Reconcile 10.150.0000.50515 to ensure Workers Compensation premiums are calculated accurately based on correct code and rate.
12. Prepare and submit semi-annual Payroll Workers Compensation Report reconciliation.
13. Make monthly and quarterly insurance payments.
14. Make a yearly projection for Workers Compensations' total annual wages and premium for the following year.
15. Reconcile SUTA Report (wages and hours) with the Payroll History All Timesheets Report to ensure all reportable wages are captured accurately and exempt wages are not included.
16. Prepare and submit Quarterly SUTA Report to Employment Security Department.
17. Make quarterly payments to Employment Security Department.
18. Ensure all reports and payments (LIBC and LNSO) for 941 Quarterly Federal Tax Return, Employment Security Department, Workers Compensation and W2's are submitted timely and accurately to avoid interest and penalties.
19. Prepare reports for audit:
  - Prepare Payroll – GL Reconciliation (Account 10/20-50515 Workers Comp, 50100 Salaries and Wages; 50400, Annual Leave; 24310, Sick Leave with payroll module 941 Earning Verification).
  - Reconcile Account 10 150 0000 24200-Payroll Taxes Payable with payroll module Federal Taxes with ER/EE Breakdown.
  - Reconcile Tax Liabilities VS Tax Payments.
  - Reconcile Account 10/20 150 0000 24302 - Workers' Compensation with 941 Earning Verification.
  - Reconcile 10/20 150 0000 24201 – State Unemployment Tax Act Report (SUTA) with Payroll History All Timesheets Report.
  - Reconcile 10 150 0000 14101 – Conover Prepaid Insurance.

**MINIMUM QUALIFICATIONS:**

- Associate Degree in Business or equivalent of 6 years of working with Fund Accounting in Governmental organizations.
- 5 years accounting experience in preparing journal entries and reconciling general ledger accounts.
- 5 years' experience utilizing accounting software.
- 5 years' experience utilizing Excel and Word.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Position requires a high degree of accuracy, good organizational skills and ability to maintain detailed, accessible back up information.
- Ten key operation with speed and accuracy.
- Good communication skill both oral and written.
- Ability to work independently with little supervision, but able to ask for help when in doubt.
- Ability to work with all departments
- Ability to maintain strict confidentiality at all times.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.

- Position requires Criminal Background Check.
- Willing to attend training and formal classes
- Must be bondable due to the budgets and expenditures

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.