



**MISSISSIPPI BAND OF CHOCTAW INDIANS
OFFICE OF FINANCE & ACCOUNTING**

P.O. BOX 6090
CHOCTAW, MS 39350

PHONE (601)650-1522 / FAX (601)656-4839

JOB ANNOUNCEMENT #582002

POSITION TITLE: Timekeeping Trainer and User Support Specialist
SUPERVISOR: Senior Business Analyst
SALARY RANGE: Grade 11
TYPE OF EMPLOYMENT: Regular, Full-time, Non-Exempt
JOB LOCATION: Office of Finance and Accounting – Payroll Department
OPENING DATE: MARCH 06, 2023 **MAR 06 2023**
CLOSING DATE: MARCH 20, 2023 OR UNTIL FILLED

SCOPE OF SERVICE:

The Timekeeping Trainer and User Support Specialist is responsible for providing timekeeping training and technical support to end users of MBCI's timekeeping system. This position is also responsible for maintenance and management of timeclocks.

DUTIES AND RESPONSIBILITIES:

1. Serve as primary point of contact for technical support for MBCI's timekeeping system and maintain a professional and courteous presence.
2. Provide group and/or individual timekeeping training to end users of timekeeping system. Timekeeping training includes training on current timekeeping policy as well as training on timekeeping software.
3. Provide timekeeping training and guidance to MBCI's departmental and program timekeepers.
4. Set up and train new employees on the timekeeping system.
5. Work with employees and their timekeepers to troubleshoot timecard issues. Resolve and document timecard adjustments and corrections.
6. Create training material to assist end users of the timekeeping system.
7. Creates reports from the timekeeping system to monitor entries for accuracy and proper recording of time. Prepare report summaries for management review.

Timekeeping Trainer and User Support Specialist

Page 2

8. Answer timekeeping questions submitted to payroll@choctaw.org email address.
9. Maintain MBCI time clock inventory.
10. Work with vendors to maintain MBCI time clocks in optimum working order.
11. Assist in the development of policies, procedures, and standards for the MBCI timekeeping system.
12. Attend software training as requested.
13. Must be dependable and readily support activities of the Payroll Department.
14. Special projects and other duties as assigned by the Chief Financial Officer or Financial Controller.

Qualifications:

1. A two-year associate degree from an accredited institution of higher learning, preferably in information systems.
2. Strong computer skills. Experience in the operation of a timekeeping system preferred.
3. Effective written and oral communication skills. Experience in documenting business practices and experience in conduction training preferred.
4. Working knowledge of Microsoft Excel spreadsheets.
5. Ability to travel at times to various MBCI worksites to provide training or perform job-related tasks.
6. Highly organized and detail oriented.
7. Valid Mississippi driver's license, adequate transportation, and liability insurance.
8. Ability to fully comply with MBCI's Drug and Alcohol Testing policies and MBCI comprehensive background clearance requirements.
9. Preference will be extended to qualified Indian applicants.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350