



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

P.O. BOX 6090
CHOCTAW, MS 39350
PHONE (601)650-1505 / FAX (601)650-4839

MISSISSIPPI BAND OF CHOCTAW INDIANS

JOB ANNOUNCEMENT #573405

POSITION TITLE: Payroll Clerk
SUPERVISOR: Payroll Manager
SALARY RANGE: Grade 10
TYPE OF EMPLOYMENT: Regular, Full-time
JOB LOCATION: Office of Finance and Accounting
OPENING DATE: June 8, 2026 **JUN 09 2026**
CLOSING DATE: June 25, 2026 or until filled.

SCOPE OF SERVICE:

The Payroll Clerk will be responsible for inputting benefit and payroll deductions into the payroll system pertaining to Employee Benefits. This position will also be responsible for the preparation of biweekly benefit and insurance billings and monthly reporting to insurance companies when required.

DUTIES AND RESPONSIBILITIES:

1. Greet employees at the payroll window and assist with payroll issues and questions.
2. Answer the main payroll phone line and assist or route calls as necessary.
3. Assist employees with payroll income verifications.
4. Processes deductions/benefits/garnishments in the Payroll System as needed.



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5. Biweekly pull the benefit/deduction reports from the Payroll System as needed.
6. File various employment forms in the payroll files.
7. Manage pay card system and issue replacement cards if/when MBCI chooses to adopt mandatory direct deposit for employee payments.
8. Other duties as assigned by the Payroll Manager.

WORK ENVIRONMENT

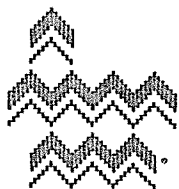
The Payroll Clerk shall maintain an office at the Tribal Office Building located in Pearl River Community.

QUALIFICATIONS

1. AA Degree in Business or 5 years office experience, preferably with experience in operating Microsoft Office Suite, specifically Microsoft Excel and Microsoft Word.
2. Ability to get along well and professionally with a variety of people.
3. Excellent written and oral communication skills.
4. Knowledge of Federal Indian programs preferred
5. Personal vehicle, liability insurance, valid driver's license
6. Preferential treatment 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



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only when no qualified member of MBCI, who has applied for the position, can be trained or 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 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.

IF INTERESTED, SEND APPLICATION TO:

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