



*Pride of the Ojibwe*

13394 W Trepania Road  
Hayward • Wisconsin • 54843

Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

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## JOB DESCRIPTION

**Position:** Payroll Specialist  
**Posting Date:** May 20, 2026  
**Closing Date:** Open Until Filled  
**Salary:** \$20/hr  
**Location:** Accounting Dept

**Basic purpose or function:** Key member of the Accounting team in supporting the Payroll Manager in carrying out the payroll responsibilities of the department, including the timely preparation of regular payroll and special payrolls authorized by the Tribal Governing Board for its programs and enterprises.

### JOB RESPONSIBILITIES:

- Primary responsibility is the job mastery of the weekly payroll function to back-up the Payroll Manager in the event of an absence
- Must be willing to also:
  - Assist the Payroll Manager with the weekly payroll and payroll related processing
  - Audit weekly timecards to ensure they are calculated and totaled correctly
  - Ensure timecards are signed by the employee and their respective supervisor
  - Updates are to be entered into the payroll system for each employee for hours worked, sick leave and vacation hours used, compensation time and any other paid time off to be paid for the period
  - Compute the gross earnings, taxes, deductions, and net earnings for the period.

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Human Resources Dept  
Payroll Specialist**

- Generate a weekly payroll register. Review the register and make any needed corrections in the payroll system. A copy of the payroll register can be provided for each week upon request.
- When the payroll register is correct, notify the Accounts Managers that the payroll checks are ready to print.
- Enter and verify any changes to employee payroll information
- Learn the preparation of quarterly tax reports
- Learn the preparation and filing of W-2's prior to the annual deadline
- Accurately and quickly file all payroll reports and label for ease of retrieval from Record Retention
- Aid the Accounting Team in the event of an absence as needed
- Participate in the annual physical inventory and the audit data collection processes

**Minimum Qualifications:**

- An Associates degree in Accounting and/or progress toward attainment of a degree
- Must have a minimum of two years prior work experience in Accounting; audit experience is a plus.
- Requires a work history of trustworthiness and the ability to keep company information Confidential
- Requires dependability, a strong work ethic, accuracy, excellent organization skills and functions as a self-starter
- Must be detail oriented, courteous, and able to interact with all levels of employees, internal customers in a professional manner
- Possess strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Demonstrated proficiency in Word and Excel
- Knowledge of MIP is a plus
- Neat and professional appearance; well maintained files; clean and organized work area
- Must be extremely reliable, dependable, and accurate – attention to detail is a must
- Must be able to pass a background check
- Must be able to pass a pre-employment drug screen
- Performs other duties as assigned

**Application Procedure & Requirements:**

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**

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Human Resources Dept  
Payroll Specialist**

5. **And any other supportive documents**
6. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government  
ATTN: Human Resource Department  
13394 W Trepania Road  
Hayward, WI 54843  
Fax (715) 634-4797  
HR Fax (715) 699-1209  
[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)  
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[marilyn.isham@lco-nsn.gov](mailto:marilyn.isham@lco-nsn.gov)**

***Tribal preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies & Procedures Manual.***