



JOB ANNOUNCEMENT

Requisition # 10-06-09

Posting Effective: 06-29-2010

Application Review Date: 07-12-2010

Job Title: Senior Payroll Specialist

Location: Anchorage, AK

Reports to: Controller

FLSA Status: Exempt

To Apply: submit application or resume to ahtnajobs@ahtna.net or fax application to 907-868-8268. Applications can be downloaded at www.ahtnajobs.com

Summary:

This position is responsible for all payroll related activities and directs the work of the payroll staff.

Essential Duties & Responsibilities:

- Manage the preparation, distribution, and report processes for payroll for a multi-state corporation
- Oversee the calculation of wages, overtime, deductions, contributions, and leave to ensure the compliance with current federal and state laws, any collective bargaining agreements, and wage determinations
- Responsible for financial system setup and maintenance for all payroll related items
- Ensure payroll and tax payments, and associated reporting are disbursed timely and accurately
- Reconcile all payroll related general ledger accounts monthly
- Create and submit all weekly, monthly, quarterly and year-end payroll related reports. These include both federal/state reports (W2's, 941's, 940's, 945's) and management requested reports.
- Maintain current knowledge of applicable state and federal wage and hour laws
- Stay current on Payroll system capabilities to achieve alignment with HR benefits and other related and to ensure effective accounting support
- Facilitate management and employee understanding of payroll procedures
- Perform various journal entries, account reconciliations, and provide General Ledger support as needed
- Solves problems concerning payroll, answers inquiries, and enforces payroll policies
- Interview, select, assign and mentor the payroll staff
- Supervises all payroll processing and related activities, including training and evaluation of staff
- Audits work of all employees on an ongoing basis

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(Revised: June 2010)

- Initiates changes in work assignments or processing to improve efficiency
- Other duties as assigned

Minimum Qualifications: These are the minimum qualifications to be considered for this position.

- A minimum of five (5) years of progressively responsible accounting or payroll experience with increasing levels of responsibility that demonstrate ability to meet core competency requirements
 - Two (2) of these years of experience must have been in a union environment or utilizing Deltek's CostPoint accounting software
- Bachelor's degree in Accounting, Finance or Business Administration required
 - Experience may be substituted for the degree requirement on a 1:1 basis (one year of experience for every one year of education required for degree completion)
- Experience and proficiency in either Deltek's CostPoint accounting software or at least two different accounting software systems required
- Must be able to type 40 wpm
- Experience and knowledge of Alaska Native cultures preferred

Core Competencies:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Accounting/Finance** – The individual has a basic understanding of GAAP and has a working knowledge of general ledger, accounts payable, accounts receivable, payroll, income tax and banking; has demonstrated experience with processing payroll in a union environment
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events
- **Change Management** – Develops workable implementation plans, communicates changes effectively, builds commitment, overcomes resistance, prepares and supports those affected by change, monitors transition and evaluates results
- **Customer and Personal Service** -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- **Delegation** – The individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities
- **Dependability** - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan
- **Ethics** - Treats people with respect; keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values
- **Initiative** - Volunteers readily, undertakes self-development activities, seeks increased responsibilities, takes independent actions and calculated risks, looks for and takes advantage of opportunities, asks for and offers help when needed
- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process and makes timely decisions. Works well under pressure

- **Law and Government** -- Knowledge of federal, state and local laws, legal codes, ordinances, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process as related to the essential functions of this job
- **Oral and Written Communication** – The individual speaks clearly and persuasively in positive and negative situations, listens and gets clarification, responds well to questions, participates in meetings, demonstrates group presentation skills, prepares and delivers written reports, conducts meetings and negotiates with employees, subcontractors and clients. Writes clearly and informatively, varies writing style to meet needs, presents numerical data effectively and is able to read and interpret written information. Gives full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action policies and respects diversity
- **Planning/Organizing** – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans, plans for additional resources, sets goals and objectives, organizes or schedules other people and their tasks, develops realistic action plans, has ability to manage multiple priorities and projects simultaneously, has ability to work long hours and weekends to meet a deadline, can work on short-term assignments with tight deadlines while managing multiple tasks and projects
- **Problem Solving** – The individual identifies and resolves problems in a timely manner and gathers, analyzes and interprets both financial and general business information skillfully. The individual understands the implications of new information for both current and future problem-solving and decision-making. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- **Software & Reporting** - The individual is highly experienced in advanced features of MS Word and Excel with working knowledge of the other software tools within the Microsoft Office Suite and has a demonstrated knowledge of computerized database applications
- **Teamwork** - Focuses on solving conflict, maintains confidentiality, keeps emotions under control, tries new things, balances team and individual responsibilities, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, and puts success of team above own interests