

**Norton Sound Economic Development Corporation
Job Description**

Job Title: Payroll Specialist

Department: Accounting
Supervisor: Senior Accountant
Supervisory: No
Grade: 5

Duty Station: Anchorage, AK
Type of Position: Regular, Full-time
Eligible for Benefits: Yes
FLSA: Non-Exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 9,200 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound region, regional fisheries and Community Development Quota organizations is preferred for all positions.

Purpose of Position:

The Payroll Specialist will ensure accurate processing and recording of NSEDC and subsidiary companies' payroll and all transactions related to an employee's wages. The position will also provide timely and accurate financial information and ensure payroll processing is completed accurately.

Supervision Received:

The position receives supervision from the Senior Accountant who monitors work performance and gives work direction. The position functions with close supervision.

Essential Job Functions and Responsibilities:

- Responsible for all phases of the preparation and disbursement of NSEDC, NSSP and subsidiary companies' payroll and all transactions related to an employee's wages. Will maintain current salary and deduction information for all employees.
- Reviews and inputs timecards and ensure required approvals are obtained. Completes and posts payroll while ensuring salary expenses and benefits are correctly account coded. Will ensure all employees are paid timely and accurately.
- Ensures all payroll liabilities are recorded and paid in compliance with state and federal laws and that any advances to employees are repaid.
- Prepares and files various bi-weekly, semi-monthly, monthly, quarterly, and annual reports including state and federal reports as required. This includes but is not limited to forms 941, form 940, State of Alaska Unemployment returns, workers' compensation reporting, leave accrual reports, annual 401(K) reporting and form W-2 wage reporting.

- Assists employees, timekeepers and supervisors with training, payroll issues and requests for payroll information on a regular basis. Research payroll issues/discrepancies and processes necessary corrections. Complies with all regulatory standards and policies and procedures of payroll.
- Other duties as assigned

Qualifications:

High school diploma or equivalent and at least two years' related experience is required. Postsecondary accounting training or progress toward undergraduate degree is preferred.

A valid driver's license is required.

Required Supervisory Experience:

N/A

Knowledge and Skills:

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly and represent the company in a professional manner.

- Knowledge of basic principles of payroll accounting, office methods, procedures and equipment including payroll track, reconciliation and reporting.
- Knowledge of applicable payroll, privacy laws and regulations
- Knowledge of company policies and pay practices.
- Skill in establishing and maintaining cooperative working relations with others.
- Ability to analyze and draw logical conclusions.
- Ability to communicate well orally and in writing.
- Ability to operate a personal computer and utilize spread sheet and payroll/accounting software programs.
- Ability to establish priorities, work independently, and proceed with objectives without continual supervision.

Physical Requirements

- Use hands and arms to operate office equipment
- Sit more than half the workday
- Stand and/or walk less than half the workday
- View electronic monitors for prolonged periods of time
- Lift or carry unaided less than 25 pounds
- See and hear with normal acuity

Working Conditions:

- Work is conducted in a standard office environment.
- Overtime is required on occasion.
- Minimal travel is required (less than 10% of the time).
- Travel is done via large aircraft.
- Travel is done via small (less than 16 passenger) aircraft

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: _____ Signature: _____ Date _____

Supervisor Name: _____ Signature: _____ Date _____

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.