

Municipality/Organization: City of Kotzebue

Job Title: Payroll/Personnel Manager

Posting Date: 09/29/20

Closing Date: 10/29/20

Salary: \$35.00 + DOE

General Description:

1. Process all payroll, including bi-weekly, termination and leave buyout requests.
2. Prepare and submit ACH batches for payroll direct deposits and federal withholding taxes.
3. Prepare and submit bi-weekly payroll reports to the Alaska Public Employees' Retirement System.
4. Prepare quarterly payroll reports for Department of Labor and Internal Revenue Service.
5. Enter new federal tax tables and prepare W-2 forms and Health Insurance Certificates annually.
6. Prepare journal entries for accrued payroll and personal leave at calendar year end for all funds.
7. Prepare ACH Requests for monthly invoices for AFLAC, HRA, health/dental/life insurance.
8. Maintain separate payroll, personnel and confidential medical files for all employees.
9. File and maintain all workers' compensation claims. Prepare annual OSHA report.
10. Ensure compliance with State and Federal laws and City Code concerning pay and personnel policies.
11. Recommend changes to the Kotzebue Municipal Code and Personnel Policy Manual.
12. Perform and/or assume other jobs or work-related duties as assigned.

Qualifications:

1. Must have a High School Diploma or equivalent.
2. Minimum of 2 years of experience in Microsoft Word, Office and Excel products.
3. Must have a minimum of 2 years of payroll and personnel experience.
4. Minimum of 2 years of accounting software experience is required.
5. Current Alaska Driver's License is required or must obtain within 30 days of employment.
6. Must maintain a high degree of confidentiality.

To apply: Please submit your application for employment or resume to City of Kotzebue, P.O. Box 46, Kotzebue, AK 99752 Web Link: www.cityofkotzebue.com

Contact: Jamie Lambert, Payroll/Personnel Assistant at (907) 442-3401 or fax to (907) 442-3424