

**JOB ANNOUNCEMENT
CITY OF UNALASKA
FINANCE DEPARTMENT**

OPEN DATE: July 8, 2022

CLOSE DATE: Until Filled

POSITION: ACCOUNTING ASSISTANT II - PAYROLL

SALARY: \$34.66-\$36.77/HOUR

The City of Unalaska is located in the number one commercial fishing port in the United States, the International Port of Dutch Harbor. Unalaska, Alaska is a coastal community located in the Eastern Aleutian Islands with a multi-cultural population of approximately 4,000 full-time residents and seasonal influxes from multiple commercial fishery operations.

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary.

GENERAL DESCRIPTION: Under the direction of the Senior Accountant this position performs a variety of payroll tasks such as processing data, maintaining the payroll system, and other related functions.

EXAMPLES OF WORK: Maintains and updates system master files for employees, pay data, deductions, benefits, general ledger, and project distribution from various source documents. Reviews and edits time cards for accuracy, compliance with union contracts, Title 3, and City policy. Works closely with other departments and Human Resource staff. Enters data from time cards into the payroll system. Edits data entered and created for earnings, deductions, benefits, general ledger distribution, project distribution and leave. Reconciles, prepares, and distributes various withholdings, benefits and taxes. Maintains and operates the Automated Clearing Housing (ACH) terminal system for direct deposits, deferred compensation, credit union, and debt payments. Maintains and operates the PERS data terminal system. Prepares and reports data to PERS administration. Reconciles general ledger accounts to payroll reports. Regularly prepares and distributes reports on overtime, leave, rent, deposits, etc. Prepares and distributes periodic reports such as quarterly 941, annual W-2, and quarterly Alaska Employment Security. Maintains and operates the deferred compensation reporting program. Files and maintains payroll records in accordance with City policy and law. Periodically researches payroll history for such items as PERS, workers compensation, employment verifications, unemployment information, etc. Other finance-related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES: Knowledge of bookkeeping terminology and practices, office procedures, general record keeping, and filing systems. Specific knowledge of accounting methods and procedures for payroll is preferred. Individual must have the ability to learn, explain, and apply payroll and personnel policy. Must be proficient at data entry and possess basic skills with Microsoft Word and Excel. Must have the ability to maintain confidentiality. Must have the ability to maintain productive working relationships. Ability to maintain professionalism under pressure, manage simultaneous tasks and projects, and meet multiple deadlines.

EDUCATION & EXPERIENCE: High school diploma or GED. Two years of office experience where bookkeeping or accounting was involved. Successfully maintained confidential records. Successfully passed two sequential college-level accounting classes preferred. Other combinations of education or experience that could provide the knowledge, skills, and abilities listed will be evaluated on an individual basis.

LICENSES & SPECIAL REQUIREMENTS:

Must be at least 18 years of age

Required to have, or be able to obtain, an Alaska Driver's License within 90 days of hire

Ability to pass all required pre-employment testing i.e. Criminal background and History and future periodic random drug testing

Must be eligible to work in the US; requirements by Federal Law if hired must complete employment eligibility verification form (I-9)

BENEFITS & SALARY:

If applicable, lump-sum relocation assistance (taxable) maximum of \$7,000 plus airfare for the employee and one family member

Travel allowance of \$2,000 every year on your date of hire after 1st year of employment

Longevity bonus of \$2,000 beginning on the third (3rd) year anniversary.

Education Incentive per month dependent on degree, Associate \$200, BA \$300, Master \$400

Free Annual Membership of LifeMed (employee & dependents)

Free Membership for Parks, Culture and Recreation (employee only)

Medical and Dental premiums 100% employer paid (employee & dependents)

9 paid Holidays and 4 Floating Holidays

Paid time off starting at 16 hours a month

Eligible for PERS retirement

Up to 100% tuition reimbursement (must be taken while employed; refer to Title III)

TO APPLY: Submit a City of Unalaska Application. All necessary forms are available at City Hall, Administration Dept. 907-581-1252, or by Downloading at www.ci.unalaska.ak.us [Job openings/Employment Forms Link]. Return completed forms to City of Unalaska Attn: Administration Department, P.O. Box 610, Unalaska, AK 99685; email to hr@ci.unalaska.ak.us or send by fax to 907-581-4469.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The City of Unalaska is an Employer of National Service and encourages AmeriCorps, Peace Corps, and other national service alumni to apply.