

Come for the job...stay for the challenge and let us WOW you with our benefits

Join a member-driven generation and distribution utility serving residents in 58 locations throughout rural Alaska with its headquarters in Anchorage, AK. The communities that Alaska Village Electric Cooperative serves receive power via small, isolated grids that utilize diesel generation and renewable sources. AVEC serves the rural Alaska communities with 11,513 meters, 515 miles of distribution line.

Benefits and Pay

- Hourly rate based on experience
 - Wage Range \$24.18-\$34.72
- The cooperative offers an excellent benefit package to include:
 - An employer-paid pension plan
 - 401k with an employer match
 - Generous leave
 - Two different health insurance plans, vision, dental, and life insurance

Position: Payroll & Benefits Specialist

Department: Administrative Services

Location: Anchorage, AK

The Payroll & Benefits Specialist will be part of the Payroll and Human Resources team at AVEC. This accurate, fun, and collaborative team manages the people processes for AVEC's operations, including the payroll, benefits administration, and human resources. What sets apart AVEC's Payroll and Human Resources Department and the experiences it has to offer is the amount of exposure we get to all business teams, employees, and candidates, as well as the wide array of topics our team touches. This position presents the opportunity to work alongside peers who are versatile, enthusiastic, and forward-looking.

As the Payroll & Benefit Specialist you will:

Payroll & HR

- Process biweekly payroll including all related transactions such as data entry, pay and benefit change calculations, timecard reviews and maintenance and taxation.
- Help develop and maintain practices, procedures, and policies related to all areas of payroll and human resources.
- Ensure quality controls in the payroll process and update documentation- includes reconciliation of results and internal review.
- Conduct timely and accurate processing of cyclical events including month, quarter, and year-end activities with validation and reconciliation.
- Assist with HR general duties including recruiting, onboarding, offboarding, and benefits.
- Provide day-to-day support in the administration, development and implementation of human resources programs, policies, processes, and procedures to support organizational effectiveness and operational efficiency.

HRIS Systems

- Enter employee related information into databases and spreadsheets while ensuring confidentiality.
- Manage permissions, access, personalization and similar system operations and settings for HRIS users.
- Test, evaluate, recommend, and implement software solutions for HR systems including job application systems, timekeeping systems, etc.
- Plan and schedule implementation timelines to ensure successful transitions.

To be successful, you will need:

- High school diploma and combination of some college coursework and additional experience required. College degree preferred.
- Minimum of two years of payroll processing experience required.
- Certified Payroll Professional, preferred.

The Ideal Candidate Must:

- Be reliable, dependable and capable of working with minimum supervision.
- Maintain critical knowledge and skills of payroll functions including basic human resources, payroll practices, benefit administration, and compliance or other related experience
- Maintain critical knowledge of benefits administration, employment and benefit laws and regulations
- Maintain a clear understanding and comfort with tools and technology systems for payroll and HR
- Be proficient in the use and application of personal computers, workstations, and HRIS systems
- Be confident in managing the full lifecycle of new hires onboarding experience
- Have strong self-initiative and be a highly motivated individual
- Maintain high levels of empathy, with the ability to support sensitive user needs and the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Demonstrate initiative, problem solving, and analytical skills with accuracy and reliability
- Establish priorities, manages time, and organizes resources to complete assignments on time
- Embrace change, exhibits flexibility in cross training, and keeps up to date on developments within specialty and software
- Be able to work well with others, with a service orientation and people first mentality
- Work well under pressure and within time constraints and goes the extra mile
- Remain approachable, open minded, and listens actively to foster mutual respect
- Demonstrate excellent oral and written communication skills
- Perform all position responsibilities in accordance with Cooperative policies, procedures, and safety rules

Physical Effort

- Manual dexterity is required for heavy amount of computer input
- While performing the duties of this job, the employee is regularly required to sit
- The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, stop, kneel, crouch or crawl

Other Information

Please complete an application found at avec.org under the jobs icon and return to applications@avec.org. Applications will be accepted until the position is filled. Once applications are reviewed, you will be contacted if an interview is desired.

Contact Alaska Village Electric Cooperative for more information or a full job description.

Standard pre-employment drug and alcohol screening and background check are required.

The intent of this Description is to provide a representative summary of the major responsibilities performed and results expected by persons assigned to this job. It is not intended to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with a job.

AVEC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.