



P.O. Box 46  
Kotzebue, Alaska 99752

City Hall  
(907) 442-3401

Police Dept.  
(907) 442-3351

Fire Dept.  
(907) 442-3404

Public Works  
(907) 442-3401

### POSITION VACANCY

## PAYROLL/PERSONNEL MANAGER

**IMMEDIATE SUPERVISOR:** Finance Director

**POSITIONS SUPERVISED:** None

#### 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 required or must obtain within 30 days of employment.
6. Must maintain a high degree of confidentiality.

#### DUTIES:

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 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.

**HOURLY RATE:** \$35.00 + DOE

**PERMANENT/FULL TIME**

**OPENING DATE:** September 29, 2020

**CLOSING DATE:** October 29, 2020

**INTERESTED PERSONS SHOULD SUBMIT THEIR APPLICATION OR RESUME TO:**

**CITY OF KOTZEBUE, ATTN: JAMIE LAMBERT, PO BOX 46, KOTZEBUE, AK 99752**

**THE CITY OF KOTZEBUE IS AN EQUAL OPPORTUNITY EMPLOYER**

Post 9/29/20: CITY HALL / KOTZ RADIO / NWAB / ALEXSYS / POST OFFICE