



JOB DESCRIPTION

Title: Payroll Analyst II
Department: Payroll (Anchorage, AK)
Reports To: Payroll Supervisor

JOB SUMMARY

The payroll analyst II is responsible for performing analytical duties, auditing accounts, and facilitating various payroll wage verification, check and advice distribution, process documentation, and file maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES (and other duties as assigned)

1. Manage the delivery of key payroll projects that include obtaining an understanding of the issue, collaboration with key team members about the issues and co-development of recommendation.
2. Prepare/process/transmit federal, state and local tax funding files and reports in a timely manner.
3. Research complex payroll issues for proper treatment.
4. Process incentive, union and other reports as requested.
5. Process/transmit files to third party vendors.
6. Partner with benefits to ensure the accurate and timely processing of benefit deduction adjustments.
7. Partner with human resources to ensure all payroll transactions are authorized and in compliance with company policies and procedures.
8. Partner with timekeepers on automated interface from PA system to payroll system and troubleshoot and fix any errors or projects.
9. Process pre payroll transmission audits and balancing.
10. Perform year-end adjustments, such as third party sick pay and employee gross-ups.
11. Assist with account reconciliations and other payroll controls such as balancing payroll results to payroll tax returns and to year-end Form W-2 statements.
12. Interface with accounting department, banks and other outside sources regarding payroll policies and interpretation, pay computations, direct deposits and so forth.
13. Additional projects as assigned.

LEADERSHIP COMPETENCY REQUIREMENTS FOR INDIVIDUAL CONTRIBUTOR LEVEL

ASRC's Core competencies include Leading Self, Leading People and Leading the Organization. In addition to our core competency model, our framework includes competencies specific to the various levels of positions within our company. For more information on our core competencies please contact the HR Department and reference the ASRC Leadership Framework.

Time Management

- Uses time effectively and efficiently, concentrating his/her efforts on the more important priorities.

Composure

- Is cool under pressure and can handle stress. Can be counted on to hold things together during tough times. Is not knocked off balance by the unexpected.

Self-Development

- Is personally committed to and actively works to continuously improve himself/herself and understands that different situations and levels may call for different skills and approaches.

Learning on the Fly

- Learns quickly when faced with new problems and change. Experiments to find solutions and enjoys the challenge of unfamiliar tasks.

Functional/Technical Skills

- Has the functional/technical knowledge and skills to do the job at a high level of accomplishment.

EDUCATION and/or EXPERIENCE

1. Associate's degree in accounting or finance required.
2. 4 to 6 years of payroll or payroll related or accounting experience.
3. Ability to analyze complex data.
4. Experience with Oracle general ledger, HRMS, OAB and Payroll processing system experience.
5. Proficient with Microsoft Excel.
6. Strong organizational and interpersonal skills.
7. Ability to multi-task, manage time and accept changing priorities.
8. Tax filing experience plus ability to research and analyze payroll tax matters.
9. Working knowledge of generally accepted accounting principles, practices, and procedures.
10. Familiarity with federal and state payroll tax regulations.
11. Strong analytical/mathematical skills.
12. Team player with excellent customer service and communication skills.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees or customers.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; reach with hands and arms; and to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a busy office setting. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee may be occasionally exposed to outside weather conditions and may be required to travel in small and large commercial aircraft.

NOTE: This document does not create an employment contract, implied or otherwise. The statements contained herein are intended to describe the principal functions of this position, the level of knowledge and skill typically required, and the scope of responsibilities, but should not be considered an all-inclusive listing of work requirements.