

## **JOB ANNOUNCEMENT TANADGUSIX CORPORATION (TDX)**

Tanadgusix Corporation (TDX), an Alaska Native Corporation for the Aleuts of St. Paul Island, is currently recruiting for the following position:

<b>Title:</b>	Payroll Manager
<b>Location:</b>	Anchorage, Alaska
<b>Status:</b>	Full-Time Exempt
<b>Salary:</b>	DOE
<b>Application Deadline:</b>	Until Filled

### **POSITION SUMMARY:**

This position provides overall payroll management for the company-wide payroll department, ensuring that all processes are executed appropriately and in a timely manner. The Payroll Manager is expected to optimize the contribution of the payroll team through coaching, counseling and implementation of workable solutions to payroll issues with minimal referral to management. The position also assists in support of the accounting department when required. The statements below are intended to describe the general nature and level of work being performed by individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Oversee payroll processing from timesheets through W2's for 300+ employees
2. Timesheet review, cost coding, and data entry of weekly & biweekly timesheets
3. Perform payroll calculations and processing using accounting software
4. Maintain complete payroll documentation for paper & electronic files
5. Remit and report payroll taxes in a multi-state, multi-company environment
6. Must be responsible to meet weekly deadlines
7. Must be able to work independently and within a small payroll team.
8. Provide direction and assistance in corporate payroll policies and procedures
9. Reconcile assigned ledger accounts and bank statements as assigned
10. Assist and provide support to other subsidiary companies
11. Willing to perform a variety of other accounting duties as assigned

### **MINIMUM QUALIFICATIONS, SKILLS, & KNOWLEDGE REQUIRED**

- \* Four-year degree in accounting or finance with emphasis in payroll administration. Years of experience may be substituted for the degree
- \* Five years experience in payroll with supervisory responsibilities
- \* Must have knowledge of payroll labor laws and multi-state payroll concepts and taxes
- \* Effective organizational and communication skills, attention to detail and follow through to resolve issues
- \* Competent in multi-state, unemployment and payroll taxes a must.
- \* Reliable attendance is required to perform the job
- \* Knowledge and experience with MS Office Suite (Word, Excel & Outlook)
- \* Familiarity with payroll software, Viewpoint and MAS200 preferred
- \* Knowledge of ACH banking, internet use, and spreadsheets
- \* Should have a professional appearance, be energetic, and take pride in work

### **EXPECTATION FOR ALL EMPLOYEES**

Support the organization's mission, vision, and values by exhibiting excellence, competence, collaboration, innovation, respect, personal accountability, and commitment to our community.

### **TO APPLY**

Please email your résumé and cover letter to Bob Odenheimer, Director, Human Resources, at [bob.odenheimer@tanadgusix.com](mailto:bob.odenheimer@tanadgusix.com) or fax 907-278-2316.

*Tanadgusix Corporation is an Equal Employment Opportunity Employer with an Alaska Native Hiring Preference (PL93-638). We do not discriminate based on marital status, sex, race, color, religion, national origin, age, disability, or veteran status.*

