

Connecting Ties Inc is HIRING

Applications for this position will be accepted until Friday, January 7th, 2022.

Contact Rhonda at 907-835-3274 or email r.sambo @cties.org with any questions.

Applications can be downloaded from our website and submitted to r.sambo@cties.org

Human Resources Payroll Specialist

Job Type: Full-time 40 hours per week working Monday through Friday.

Health Benefits after 60 days, Holiday and sick pay

Pay rate: \$23.00 per hour

Essential Duties and Responsibilities:

- Prepares and submits payroll accurately and in a timely manner.
- Ensures compliance with applicable payroll laws/regulations.
- Ensures compliance with department of labor laws
- Compiles data used for employee annual reviews
- Manages benefits, training, compensation, and recruiting
- Processes onboarding and exiting employees with compliance to labor laws
- Ensures memos are distributed and read by all employees
- Maintains and updates employee handbooks

Skills and Experience

- Three to five years' experience in Payroll
- 2 years' experience in a Human Resources or related field
- Strong knowledge of Microsoft Office, Excel, and Quickbooks
- Strong oral and written communication
- Conflict management skills
- Ability to plan and organize multiple tasks with high priorities

Requirements

- Must be able to pass a State of Alaska background clearance
- Highschool Diploma or G.E.D.
- Minimum of 1-year college experience
- Ongoing training for Payroll and employment law