

Vacancy Announcement

DATE: April 12, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Payroll Specialist
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Payroll Specialist with Ravn Air Group. This position reports to the Payroll Manager and is responsible for accurate and timely processing of payroll functions for designated entities. The successful candidate is a detail-oriented individual with excellent organizational skills, and has at least two years previous payroll processing experience in a fast-paced, in-house payroll environment.

This is a non-exempt, full time, benefits-eligible position. Position works Monday through Friday in Anchorage however, overtime may be required as dictated by business needs and with management approval.

Minimum Qualifications

- High School Diploma or GED required, with continuing education in Accounting strongly preferred;
- Must have two years payroll processing experience in a high volume, multi-payroll environment. In-house payroll experience is highly preferred;
- Detail-oriented with the ability to prioritize multiple tasks in order to meet and manage multiple deadlines;
- Able to work with minimal supervision, independently and in a team setting;
- Must maintain a high level of organization and professionalism;
- General understanding of State and Federal payroll laws is a must;
- Above average proficiency with Microsoft Office (Excel, Word, and Outlook) is highly desired;
- Knowledge of Dynamic Great Plains Payroll Software and Empower Time Clock system or iSolved payroll system is preferred;
- Capable of following company policy and procedures as well as State and Federal laws;
- Requires a strong safety awareness and the ability to adhere to Safety Management Systems (SMS);

- Able to pass a comprehensive background check;
- Comfortable working in an airport environment around odors and sounds typically associated with operating aircraft.

Duties & Responsibilities

- Responsible for accurate and timely processing of payroll functions for designated entities;
- Compiles payroll data such as garnishments, designated paid time off, insurance and 401(k) deductions;
- Processes employee time cards and reviews the downloaded information for completeness and accuracy;
- Contacts various department supervisors, Station Managers, and/or designee for any incomplete data;
- Process payroll within timelines established for designated companies;
- Submits monthly reporting data to internal departments and outside sources;
- Responsible for promoting, identification and reporting of safety hazards in the work environment or when confronted with an unsafe situation. Promotes a positive Safety Culture with co-workers and supports the organization in compliance with Safety Management System (SMS);
- Other duties as assigned.

ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A CURRENT RESUME AND COMPLETED EMPLOYMENT APPLICATION TO RAVN AIR GROUP VIA EMAIL, FAX, OR BY MAIL:

Email: jobs@flyravn.com

Fax: (800) 616-5081

Mail: Ravn Air Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK

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