

## Vacancy Announcement

**DATE:** August 19, 2019  
**TO:** Qualified Applicants  
**FROM:** Human Resources  
**RE:** Payroll Specialist  
**LOCATION:** Anchorage, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for a Payroll Specialist with RavnAir 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;
- Processes 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 and within the scope of this position.

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

**Email: [jobs@ravnairgroup.com](mailto:jobs@ravnairgroup.com)**

**Fax: (800) 616-5081**

**Mail: RavnAir Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK**

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