



**VACANT POSITION ANNOUNCEMENT
FOR ALL MEA EMPLOYEES AND THE GENERAL PUBLIC
POSITION: PAYROLL AND ACCOUNTING ASSISTANT - REGULAR**

POSTING DATE:	Monday, April 16, 2018, 12:00 p.m. (noon)	REQUISITION NO.:	420-407b (re-post)
CLOSING DATE:	Monday, April 30, 2018, 5:00 p.m.	UNION REPRESENTATION:	EOA
DEPARTMENT:	Finance and Accounting	FLSA CLASSIFICATION:	Non-Exempt
HOURLY WAGE:	Union Scale: Starting Wage \$16.520 – \$22.805, DOE	HOURS OF WORK:	8:00 a.m. to 5:00 p.m.
GRADE:	EOA 2	WORK LOCATION:	Palmer

REVISED: July 5, 2017

PURPOSE

To assist the payroll function in the preparation and distribution of the Association's payroll.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Assists in establishing and maintaining employee master-file records. Responsible for maintaining the confidentiality of payroll files and records.
2. Verifies that all employees' time sheets have been received, properly approved, and have proper accounting distribution.
3. Transfers and inputs time sheets into the computer and verifies accuracy.
4. Prepares and inputs employee life insurance taxation. Assists in maintaining fringe benefit records and related journal entries.
5. Prepares monthly employee benefit billing reports and related invoices.
6. Assists with preparation of payroll tax reports.
7. Assists with input of payroll deductions for employee contributions to benefits.
8. Assists with compiling, collecting, and preparing information relating to special requests and projects.
9. Sets up and maintains records and files as required and requested.
10. Assists with preparation of monthly, quarterly and annual financial and statistical reports. Prepares and maintains monthly audit work papers and budget position reports.
11. Assists others in the department as needed.
12. Promotes a safety culture in which safety is a value. This culture is based on joint and individual engagement, ownership, and accountability regarding job safety and responsibility to perform work safely and adhere to safe work practices.
13. Performs the essential functions of the position in a safe and efficient manner.

The above items are not intended to be all inclusive of the essential functions or requirements of this type of work as they are subject to change based on operating necessity. The employee will also perform other related business duties as assigned by the immediate supervisor and other management personnel.

ESSENTIAL POSITION REQUIREMENTS

- Qualified candidates are required to have the equivalent of a high school education and two (2) years of directly related work experience in payroll administration.
- Preference may be given to those candidates with an educational emphasis in business and accounting related courses.
- Preference may be given to those candidates whose prior experience evidences a background in payroll and accounting services.

NOTE: The Association *will consider, in its sole discretion, relevant work experience in lieu of required education qualifications or other required certifications or qualifications.*

KNOWLEDGE, SKILLS AND ABILITIES

- Support a culture of safety excellence through active involvement in safety improvement and promote a sense of shared responsibility for safety.
- Capable of working with confidential information in a professional manner.
- Work with numbers and spreadsheets, and have the ability to concentrate on details.
- Manage multiple priorities to meet daily and weekly deadlines.
- Strong customer service and communication skills.
- Math skills, to include basic statistics and percentages, as well as addition, subtraction, multiplication, and division.
- Good time management skills.
- Deal effectively with a wide variety of people.
- Skilled in effective and professional verbal and written communication.
- Ability to facilitate cooperation between work groups and work functionally across all levels of the organization.
- Self-motivated improvement based on successes and failures.
- Analyze processes for efficiency and make recommendations for improvements.
- Embrace and embody the Association's Core Values through decisions, actions, attitude, and behavior to directly contribute to the success of the organization.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position; this list is not inclusive of all the physical demands that may be required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.



**VACANT POSITION ANNOUNCEMENT
FOR ALL ME A EMPLOYEES AND THE GENERAL PUBLIC
POSITION: PAYROLL AND ACCOUNTING ASSISTANT - REGULAR
CONTINUATION – PAGE TWO**

- While performing the duties of this position, the employee will be required to:
 - Use a computer to input data, compose documents, and prepare spreadsheets.
 - Communicate through speech and hear conversations with others by telephone and in person.
 - Visual acuity to discern writing on paper to include reading technical material, reading language to allow filing of documents into the appropriate location, communication with others electronically, and review of documents via paper and computer format.
 - Sustain computer input from either a standing or sitting position for a sustained period of time.
 - Occasionally lift and move materials weighing up to fifteen (15) pounds.

ENVIRONMENTAL CONDITIONS

- The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- This position primarily works in an office setting.

EMPLOYMENT STATUS

- This position is classified as a nonexempt, represented position, and is eligible for overtime compensation based on both Federal and State of Alaska laws. All Association employees are expected to work widely varying amounts of either (1) unscheduled overtime such as during power restoration activities; or, (2) scheduled overtime required to accomplish special projects.

NOTE: *ME A requires a post-offer substance abuse test. Any positive test result, or refusal to consent to these tests, will disqualify applicant from employment.*

ME A is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Individuals with disabilities who wish to apply and who require reasonable accommodations to participate in any portion of the application or interview process should advise ME A in advance.

PLEASE VISIT ME A'S WEBSITE AT www.mea.coop
TO COMPLETE AND SUBMIT AN ME A EMPLOYMENT APPLICATION

Matanuska Electric Association, Inc.
163 East Industrial Way (P.O. Box 2929), Palmer, Alaska 99645
Telephone: (907) 761-9319/ Facsimile: (907) 761-9264
Website: www.mea.coop

ME A IS AN EEO/M/F/D/V EMPLOYER