



Payroll and Benefits Assistant

Alaska Power & Telephone (www.aptalaska.com) has a full time opening for a **Payroll and Benefits Assistant in Port Townsend, Washington**. Our ideal candidate will possess strong organizational and interpersonal skills. Will demonstrate exceptional attention to detail and possess the ability to work under pressure on multiple tasks. Must be able to maintain strict confidentiality and exercise extreme discretion.

Duties and Responsibilities

- Assist with the preparation and processing of biweekly payrolls. Check and audit timekeeping records for compliance with established company and governmental standards. Process correct garnishment calculations and set up deductions in compliance with State Mandates.
- Maintain payroll data entry to include entering new hires, processing terminations, posting changes in pay and tax status, and posting all other miscellaneous changes.
- Assist with preparing and filing quarterly payroll taxes, and annual governmental reporting (to include Benchmark Study, EEOC1, W-2s, 1095s, Form 940).
- Assist with ad hoc and routine financial and operational reporting as needed (e.g. overtime, leave balances, head count, and retirement contribution reports). Prepare reports and documents for annual Audits (to include Company, ESOP, Alaska Workers' Comp).
- Administer Employer Benefits Program, including managing invoice payments to Benefit Vendors and maintaining participant files.
- Communicate Benefit specifics to employees and respond to employee requests for Benefit information.
- Perform Monthly Close and Reconciliations of payroll accounts and process Journal Entries as needed.
- Comply with federal, state, and company policies, procedures, and regulations.

Candidate Qualifications

- Ability to communicate with employees/vendors in a confidential and professional manner.
- Associate degree in Business Administration/Finance preferred.
- 3 years of administrative/office support experience (preferably payroll or accounting) with AA degree or 5 years of experience in an administrative or office support role; or equivalent combination of education and experience.
- Ability to work well independently and collaborate effectively with a team.
- Experience with payroll software (preferably iVue). Enthusiasm for ongoing training for payroll and benefits, Federal and State governmental compliance and iVue proficiency.
- Proficient with Microsoft Word and Excel.

AP&T is a small employee & investor owned, non-union utility. We offer competitive wages and an attractive compensation and benefits package. If you are self-motivated and want to work for a stable company, please apply today at <https://careers-hrpsmsi.icims.com/jobs/2992/payroll-%26-benefits-assistant/login>.

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