



Barrow Utilities and Electric Cooperative, Inc.

PO Box 449
Barrow, Alaska 99723
Phone 907-852-6166

Job Description

Job Title:	Payroll and Benefits Accountant	Supervises:	Supervisory
Division:	Administration	DOT Safety Sensitive:	No
Reports to:	Controller	FLSA Status:	Non-exempt, hourly
Union status:	Non-Union	Date:	August 14, 2024
Status:	Full-Time, Permanent	Work Schedule	Monday – Friday 8am – 5pm
Pay Grade	8	Salary	\$53.23/hour DOE

Summary:

The Payroll and Benefits Accountant is responsible for overseeing accurate and timely payroll processing and managing employee benefits programs. This position supervises the Payroll and Benefits Specialist position.

Essential Duties and Responsibilities:

The duties include but are not limited to the following:

- This role ensures compliance with federal, state, and local regulations, and supports the organization through effective payroll and benefits administration.
- The position involves a range of duties including data entry, report generation, and system maintenance, as well as responding to complex inquiries and managing benefits-related issues.
- Responsible for prioritizing and assigning projects while identifying and communicating payroll and benefits strategies, evaluates issues, and recommends solutions.
- Responsible for supervising and managing staff through appropriate delegation of work, providing leadership, direction, and coaching.
- Recruit, supervise, and coordinate staff development.
- Evaluate staff and monitor operations to identify and resolve problem areas relating to division and staff.

Payroll:

- Ensure compliance with all relevant payroll and accounting practices.
- Process payroll and related transactions in compliance with Federal, State, and local regulations; enter data into computer systems, and maintain and update the information system database.
- Review and enter time sheets; identify and report errors to the supervisor; verify and ensure corrections are made before final entry.
- Run weekly check batches and on-demand checks, including final paychecks for terminations; prepare and print necessary reports for check runs.
- Review work processed by other staff members, such as personnel action forms and other source documents, for compliance with rules and regulations; validate accuracy of information and handle related paperwork (collection, recording, filing, scanning, and distribution).
- Maintain accurate records and files related to payroll systems and transactions, review and correct payroll transactions as necessary.
- Collect, compile, and reconcile data for reports; prepare daily and weekly payroll reports in compliance with relevant regulations and external entities.
- Record paid time off (PTO) taken; process adjustments approved by the Chief Financial Officer.

- Respond to complex inquiries from internal departments and external entities related to payroll data; provide technical information and resolve issues as needed.
- Handle involuntary withholding requests from external agencies, including IRS liens and levies.
- Update and correct databases as necessary; ensure completeness of all incoming and outgoing payroll-related forms.
- Maintain and enforce confidentiality of client information and payroll records.
- Draft responses regarding unemployment claims for approval by the Chief Financial Officer.
- Prepare and submit payroll and benefits reports to internal and external stakeholders as required.
- Serve as backup for other positions and functions, including but not limited to Controller, Purchasing Manager, AP Accountant, HR Manager, banking admin role (Wells Fargo online), and iVue admin module.
- Manage the process of adding and removing employees in the iVue system and other related systems.
- Train backup personnel on all aspects of payroll and benefits processing.

Benefits:

- Administer and manage employee benefits programs, including health insurance, retirement plans, and other benefit programs; ensure accurate enrollment, changes, and terminations.
- Responsible for management and administration of day-to-day operation of Cooperative's benefit plans including retirement, medical insurance, 401(k) plan, group life insurance plans, and wage continuation.
- Ensure that benefit programs are administered in accordance with plan documents.
- Provide guidance and support to employees regarding benefits questions and issues; assist with benefits-related problem resolution.
- Manage all aspects of processing group benefits and retirement plans, including generating required reports and pay requests, and ensuring compliance with state and federal reporting requirements.
- Coordinate with benefits vendors and service providers to ensure accurate and timely delivery of benefits services.
- Conduct benefits orientations for new employees and provide ongoing education to current employees about benefits programs.
- Ensure compliance with all relevant benefits regulations and reporting requirements, including state and federal laws.
- Coordinate pension audits with pension consultants and contracted auditors.
- Compile employment and compensation data for long-term disability claims, to include claim payouts with Workers' Compensation carrier as needed.
- Provide pension calculations for Defined Benefit Plan participants. Review annual benefit statements from actuarial service for accuracy prior to dissemination.
- Provide support for Defined Benefit and 401(k) Plan Advisors including compiling and disseminating information requests, scheduling meetings, and preparation of meeting minutes.
- Conduct Annual Open Enrollment for all BUECI employees, ensuring timely and accurate completion.
- Distribute all required benefits notifications to BUECI employees in compliance with regulations.
- Administer and process life insurance benefits, including claims and related documentation.
- Prepare and submit the annual November 15th salary report to NRECA.
Prepare and submit the five-year Comprehensive Compensation and Benefits Review with NRECA
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Comprehensive understanding of payroll processing, benefits administration, and related accounting principles.
- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements related to payroll and benefits.
- Knowledge of tax regulations and reporting requirements related to payroll and benefits.
- Proficiency with accounting software and payroll systems.
- Strong analytical skills with the capability to interpret complex data and generate accurate reports.
- Proficiency in Microsoft Office Suite, particularly Excel.

- Excellent organizational skills with meticulous attention to detail, ensuring precision in payroll and benefits processing.
- Effective communication skills for interacting with employees, management, and external vendors.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Capability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- Competence to troubleshoot and resolve payroll and benefits-related issues efficiently.
- Adaptability to changing regulations and processes with strong problem-solving skills.
- Strong understanding of payroll and benefits regulations and compliance requirements.
- Strong attention to detail and accuracy.
- Skill in analyzing processes for efficiency and making recommendations for improvement.
- Skill in assessing and prioritizing multiple tasks, projects and demands, and delegating tasks and authority.
- Skill in establishing and maintaining working relations with coworkers, other Cooperative employees and representatives, and the public.

Education, Experience, Certifications, and License Required:

- Bachelor's degree in accounting or related field; or an equivalent combination of education and experience.
- Five years of experience in payroll and accounting functions.
- Five years of benefits work related experience.
- Two years of supervisory experience.
- Valid Alaska driver's license with a satisfactory driving record.
- Must pass pre-employment drug screen and will be subject to random drug testing per DOT requirements.

Preferred:

- Experience collaborating with employees who are members of a collective bargaining unit, shop stewards, and union representatives and with interpreting and adhering to related collective bargaining agreements.
- Experience with iVUE® utility software.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods sitting, bending, and kneeling.
- Prolonged periods of sitting at a desk working at a computer.
- Ability to lift up to 40lbs regularly.

Work Environment:

Work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment varies from low to moderate.

This job description does not constitute a written or implied contract of employment. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

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