



Job Announcement

Position: Payroll and Accounting Coordinator

Compensation: \$30.00 - \$34.00 per hour

Location: Juneau, Alaska

Schedule: Full-time or part-time

Alaska Seaplanes is looking for an organized, detail-oriented professional to join our team as a Payroll and Accounting Coordinator. This position provides day-to-day support across Human Resources, payroll, and Accounting and plays an important role in keeping employee and business processes accurate, organized, and running smoothly.

This is a great opportunity for someone who enjoys managing important processes from start to finish, working with both people and numbers, and being a dependable resource for employees and coworkers.

What you'll do:

- Coordinate new-hire onboarding, employee records, and HRIS updates
- Support recruiting activities, including job postings, interview scheduling, and onboarding materials
- Coordinate semi-monthly payroll preparation across multiple entities
- Review timecards and payroll information, reconcile inputs, and identify discrepancies
- Process routine benefit enrollments and eligibility changes and support annual open enrollment
- Serve as a first point of contact for routine employee payroll, benefits, and policy questions
- Maintain accurate records and support recurring audits and compliance reporting
- Prepare semi-monthly payroll-related budget reports and provide additional support to Accounting as needed

What we're looking for:

- 3+ years of experience in HR administration, payroll, accounting support, business operations, or a related field preferred
- Experience with payroll, HRIS, accounting, or other business-management systems preferred
- Strong organizational skills and the ability to manage multiple recurring deadlines
- Excellent attention to detail and accuracy
- Sound judgment and the ability to handle confidential information
- Clear written and verbal communication skills with a service-oriented approach
- A positive, dependable team player who works well across departments

Benefits:

- Medical, Dental (full-time employees only)
- 401k with generous company match
- \$50,000 life insurance plan paid by the company
- Paid Time Off
- Flight/freight benefits with Alaska Seaplanes
- Flight benefits with Alaska Airlines and Delta (full-time employees only)
- Other fringe benefits (tram tickets, gym discounts, etc.)

If you are interested, we'd love to hear from you. Please submit your resume to hr@flyalaskseaplanes.com.