

Job Title: Payroll Administrator
Department: Control
Reports To: Accounting Supervisor
FLSA Status: Non-exempt
Creation Date: 6/25/2018
Revision Date: 6/25/2018



POSITION SUMMARY

This position is responsible for timecard entry, generating payroll for hourly and salary non-exempt employees and completing payroll tracking reports.

SAFETY, HEALTH & ENVIRONMENTAL RESPONSIBILITIES AND ACCOUNTABILITIES

Include, but are not limited to:

- Complying with all necessary requirements put in place to prevent incidents, injuries or losses;
- Ensuring the safety and health of themselves and others in the workplace by being responsible for their actions and taking due care while performing their work;
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- Identifying, eliminating, and reporting hazards as soon as practicable;
- Reporting incidents and accidents as soon as practicable;
- Disclosing all information regarding incidents and cooperating in incident investigations;
- Assisting in the resolution of health and safety matters in a positive and timely manner;
- Using and maintaining PPE;
- Providing suggestions for improving work processes;
- Assisting Management by supporting change to achieve desired targets;
- Ensuring that plant and equipment operate within their safe working limits;
- Ensuring that correct equipment is used for the job;
- Participating in risk assessment methodology;
- Participating in safety initiatives;
- Receiving training and instruction as required; and
- Maintaining good housekeeping standards.

ESSENTIAL FUNCTIONS

- Review, correct, and enter daily timecards.
- Ensuring others that enter timecards have done so timely and accurately, including reconciling to roster sheets.
- Process and distribute bi-weekly paychecks.
- Process manual checks requests, garnishments, and pay adjustments.
- Accounting for the payroll via entering journal entries into the Ellipse system.
- Ensuring tool and travel allowances to be paid are approved by appropriate individuals, have not exceeded company set limits and are in compliance with IRS regulations.
- Reports and work with the Company's actuary and 401(k) provider.
- Primary contract for audit requests for benefit plans audits, as well as, internal control audits for payroll.
- Coordination of annual and quarterly filings.
- Provides accounting support as follows:
 - Reviews the daily error report in Ellipse for miscoding of accounts and either resolves and reclassifies the miscoding or approves the use of a new Cost Center/Expense Element combination.
 - Records all incoming deposits on a monthly basis into the Ellipse accounting system.
- Requires the ability to work well independently and under deadlines.
- Requires the ability to communicate well with a service-oriented attitude to help employees resolve pay questions.

QUALIFICATIONS

Education and/or Experience

B.A. in accounting or related field; or equivalent combination of education and experience.

Experience

Spreadsheet proficiency (excel), 10-key by touch, typing. Two years accounting/bookkeeping/payroll experience or equivalent.

Training/ Special Skills

Word processing, spreadsheet and database proficiency (MS Word, MS Excel & MS Access/SQL preferred); accounting software experience a plus. Ellipse accounting software experience a plus.

Other Qualifications

Pass a pre-employment physical and drug screen
Pass a position-specific physical demands assessment

PHYSICAL DEMANDS

While performing the duties of this job, employees may be frequently required to stand, walk, or sit for extended periods of time; use hand and fingers to handle or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl. The employee must be able to talk and hear.

JOB TASK	TEST ACTIVITY	COMMENTS
Walking - Incline	Treadmill Level – 3 min. 10%grade 1 min. 12% grade- 1 min. 15% grade – 1 min.	Work areas
Balance uneven surfaces	Airex-SLS or balance board 30 sec.	Uneven surfaces
Carry 25lbs. 50 ft.	Weighted crate trial - lift and carry 1: 15lbs. – 1 rep. 2: 25lbs. – 1 rep.	Office supplies
Carry 50 lbs. 20 ft.	Weighted crate trial - lift and carry 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Office supplies
Lift 25lbs. Floor to waist	Weighted crate trial 1: 15lbs. – 3 reps. 2: 25lbs. – 3 reps.	Office supplies
Lift 50lb. Floor to waist	Weighted crate trial 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Office supplies
Reach Knee to shoulder		General duties

WORK ENVIRONMENT & JOB SCHEDULE

The employee is required to commute out and back on the daily ferry to the mine site a minimum of twice a week. May be occasionally exposed to underground work environments; outside weather conditions, wet and/or humid conditions; extreme cold, extreme heat, potentially hazardous wildlife; moving mechanical parts; high precarious places; fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in most work environments is usually very loud. This position may occasionally require work on weekends, but will typically work Monday through Thursday, with work days at mine site and at the Vintage Office in Juneau.

ABOUT US

Greens Creek

The Greens Creek Mine, located on Admiralty Island, 18 miles south of Juneau, is an underground polymetallic mine employing approximately 425 people. The mine is owned and operated by Hecla Mining Company, headquartered in Coeur d'Alene, Idaho. Established in 1891, Hecla has a rich history as a distinguished and respected precious metals producer. Winner of numerous safety and environmental awards, Greens Creek is seeking new team members committed to professional growth and success.

Community

Juneau, Alaska's capital, is the third largest city in the state. Like Alaska, Juneau is full of contrasts, a sophisticated cosmopolitan city in the heart of the Tongass National Forest. Nestled at the base of mountains overlooking the Gastineau Channel, Juneau is surrounded by intercoastal waterways, lush rain forests, rugged mountainsides, and awe-inspiring glaciers. This small city has it all, the adventure of the "last frontier" as well as a good education system, year-round cultural and sports activities, a wide variety of entertainment, world class fishing and wildlife viewing, temperate weather, and a strong sense of community. Juneau is rich in mining history and Greens Creek is proud to contribute to that heritage by operating in a safe and environmentally responsible manner.

Compensation & Benefits

Hecla Greens Creek offers competitive pay based on experience and an excellent low-cost benefits package for medical, prescription, dental, and vision insurance as well as other coverages such as disability coverage and life insurance. Retirement benefits include a pension plan and 401(k) with company match.

APPLICATIONS & RESUMES

Applicants must possess current authorization to work in the United States. Resumes are welcome but **must be attached to an application form**. Applications are available at the Juneau Job Center or <http://www.hecla-mining.com/careers/>. Completed applications should be forwarded to:

**Juneau Job Center
10002 Glacier Hwy #200
Juneau, Alaska 99801
Phone: 907.465.4562
Fax: 907.465.2984**

**Hecla Greens Creek is an Equal Opportunity Employer.
Please visit Hecla's website at www.hecla-mining.com
and our recruiting page at
<http://www.hecla-mining.com/careers/>**

ACKNOWLEDGMENT

I have received my job description and understand I will be evaluated on the requirements of the Payroll Administrator position.

Signature and Date

Printed Name