

**HUMAN RESOURCES MANAGER
FAIRBANKS, AK**

UTILITY SERVICES OF ALASKA, INC
Providing administrative support to
CUC and GHU

The primary responsibilities of this position are administering company policies and support and administration of HR functions as they relate to payroll, benefits, and recruiting, and the oversight and processing of payroll. This position is under the direct supervision of the Vice President/Director of Administration.

Minimum qualifications:

- Bachelor's degree in Accounting or Business Administration preferred with a focus on human resources and/or accounting.
- Three (3) to five (5) years of experience processing payroll, benefits, administration, and accounting.
- Three (3) to five (5) years of supervisory experience showing progressive advancement.
- Experience using web-based payroll and accounting systems preferred.
- Previous experience with regulated utility preferred.
- Previous HR experience in a union environment preferred.

Exposed to normal office environment. Will sit for long periods of time and use computer, keyboard and screen on a regular basis. Position requires a minimum of 40 hours per week (normal office hours are 8:00 a.m. to 5:00 p.m., Monday-Friday). May require announced and unannounced overtime work and be able to respond according during non-work hours or emergencies. Pay DOE/excellent benefit package includes retirement plan, health insurance, vacation and holidays.

Please send resumes to the Human Resources Department at 3691 Cameron Street, Suite 201, Fairbanks, AK 99709. Email to usainfo@akwater.com or fax to 907-479-2699. Closes January 12, 2018.