

PAYROLL ADMINISTRATOR

Our Finance team is growing. Our well-established, family-owned, construction company is seeking a full-time Payroll Administrator role to primarily support the union payroll and certified payroll processing as well as supporting the Payroll Manager in various payroll related matters. The ideal candidate would have knowledge of general accepted accounting principles, union payroll processing, be extremely detail oriented, organized, consistent, accountable, able to prioritize, dependable, able to display common sense use of judgement, strong communication skills, and be comfortable processing and juggling multiple tasks. This position reports to the Payroll Manager.

If you like being part of a fast-paced, dedicated team that is crucial to the business, this role is for you. This Finance team orchestrates all the accounting functions of a general engineering heavy civil construction company, and this role has growth potential. Each person on this team of 12 plays a critical role in moving the company forward and meeting our company goals. The vision of the organization is to build great projects for the community in which we live and work, while giving back to the community and treating each other with respect. These values go back to our founder's philosophy that were set in 1914 and have been the foundation to our success through the generations. The Finance team partners with our other departments and all of our 350 employees to deliver legendary results to the community that we live and work.

This role in the company has great room for training, growth, and advancement in the department and company. If you are a motivated, positive, and engaging team member that wants to have a purpose and make a difference in a family-based company, apply today.

What a Payroll Admin's day may look like:

- Setup union new hires in the systems including E-Verify, fidelity, Replicon, Sage
- Process weekly union payroll including importing hours from HCSS, Replicon & manually enter paper timecards
- Run daily time entries report to review for errors
- Distribute checks and direct deposit slips
- Prepare & distribute internal certified payroll reports weekly: mail outs, e-mail submissions, online platform submissions, etc. (LCP Tracker, Elations, DIR Submissions)
- Track and process subcontractor certified payroll into sage paperless for archiving and submit copies to owners weekly
- Process special Union check processing: advances and terminations
- Process EDD benefit audits
- Run GL Recap reports to ensure time is allocated to the accurate GL accounts
- Run HCSS reports to ensure master agreements and labor laws are followed
- Update Sage when Union step raises and approved increases (PA's) occur
- Calculate and enter into Sage when Union employees become overscale

- Special Union check processing: annual bonus, job incentive bonus, retro payments
- Handle all union payroll employee inquiries
- Respond to union employment verification requests within 24 hours
- Assist with company timecard training
- Assist with payroll audits – Union related
- Assist Payroll Manager with EEO reporting for Human Resources
- Coordinate with Payroll Manager for special projects

Must have strong communication and computer skills (Excel: Pivot Tables and Charts/ Advanced Formulas, MSWord: Professional Documentation / Proficient Writing Skills, Outlook: Professional Writing Skills/ Calendar Management, etc.) Adobe Acrobat and Snipping Tool. The ideal candidate for this role has 4+ years of experience.

Construction industry knowledge, degree in accounting or finance related experience preferred. Familiarity with Sage 300 CRE, Sage Paperless, HCSS, Smartsheet, LCP Tracker, and/or DIR software/platforms is a major plus.

This position is a non-exempt/hourly role.

We offer competitive pay along with an extensive benefits package. Salary is DOE, and experience in construction accounting.

GBI is committed to creating a diverse environment and is proud to be an equal opportunity employer. It is our intent to maintain a work environment that is free of harassment, discrimination, age, race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression (including transgender), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws.