



PAYROLL COORDINATOR JOB DESCRIPTION

Job Title: Payroll Coordinator

Location: Choose an item.

Department: Accounting

Reports To: Operations Accounting Leader

Exempt/Nonexempt Status: Salary - Exempt

Safety Sensitive: No

Date: June 11, 2024

JOB OVERVIEW

Accountable for processing multi-state payroll and ensuring employees are paid on time and accurately, and for filing all payroll-related reports and returns.

PRIMARY RESPONSIBILITIES

The key responsibilities of this role include the following:

- Review new employee set-up information for completeness.
- Review reported employee time records; contact appropriate supervisors for any incomplete or unusual information.
- Accurately enter/proof all employee time information for paycheck, tax reporting, and other report processing
- Analyze, prepare, and upload payroll journal entries using an automated payroll system; verify completion of payments for tax withholding, employer taxes, dues, benefits, garnishments, etc.
- Prepare and distribute net pay (payroll checks and direct deposit entries) timely and accurately
- Maintain current knowledge of applicable state and federal wage and hour laws and union contract agreements; ensure payroll software is appropriately updated.
- Ensure salary adjustments, special payments, tax allocations, and employee deductions are current
- Respond to information requests and prepare and file payroll-related reports: government (e.g., certified payrolls), benefit plans, union reports, multi-state reporting, etc.
- Prepare and file quarterly and year end payroll tax returns accurately and address all issues/questions with tax authorities
- Prepare and distribute earnings and tax withholding statements (W-2's)
- Assist in preparation of information for audits
- Respond to and resolve employee questions and problems and ensure support is provided in a professional, courteous, and timely manner.
- Assist management in designing and updating policies, procedures, and processes; inform and instruct field on changes, and assist in enforcing established policies.
- Perform other duties and responsibilities as needed.

Required Education, Experience, Knowledge, Skills, and Abilities

- Minimum 3 years of payroll processing or general accounting experience, or 1-2 years business school/accounting training.
- Strong analysis, organization, time management, and written and verbal communication skills

- Flexible, inventive, positive attitude – self-starter with a collaborative desire to see the team succeed
- Comfortable communicating with all levels of the organization

Supervisory Responsibility

None

Work Environment

Traditional indoor office environment. Some office workers may travel to construction sites periodically.

Physical Demands

The physical demands described below are representative of but not limited to the physical exertion generally required to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit for long periods of time while using a keyboard. They are frequently required to stand and walk. They are occasionally required to lift, carry, push, pull, and reach overhead materials up to 20 pounds, along with frequent gross manipulation using their hands. The visual requirements include demonstrating or having vision corrected to 20/20. In general, this position includes sedentary work that primarily involves sitting and/or standing as well as repeating motions that include the wrists, hands, and/or fingers.