

Position Summary

The Payroll Administrator reports to the Controller and is responsible for processing payroll and all corresponding functions and tasks to including but not limited to maintaining employee payroll records, timecards, and payments; responsible for the setup and maintenance of the electronic payroll system; and processing all payrolls accurately and timely.

Duties/Responsibilities

Payroll

- Responsible for accurate and timely processing of weekly payrolls for field and bi-monthly payrolls for yard & office employees; reviews and processes each payroll.
- Monitors all payroll items that have an employee limit to verify no employee exceeds the limits.
- Imports payroll data from related companies.
- Processes Certified Payroll Reports and Uploads to state and local Agencies timely.
- Responsible for maintaining employee records as required. Verifies all employee deductions are setup and process correctly.
- Reviews and uploads HSA and 401k files for each pay period. Reconciles reports from the HSA and 401k providers and notifies them of any discrepancies.
- Responsible to make sure all Payroll Templates are setup and processed correctly.
- Contact person for payroll related issues, including the payroll software. Provides training on timecard submittal to new employees and provides support to managers.
- Complies with local, state, and federal government reporting requirements to include researching and verifying Dawson is compliant with all payroll regulations.
- Assembles information for external auditors, when requested.
- Responsible for monthly, quarterly, and annual payroll reporting and financial close out tasks.
- Partners with the Finance, Accounting, and People organizations to ensure employees are paid on time and correctly.

Accounting

- Responsible for weekly and monthly Credit Card Processing.
- Performs other duties as assigned (Accounts Payable, research, etc.).

Partnering with other departments

- This position is responsible for proactively reaching out to employees, managers, and other stakeholders to avoid under/over payments or to correct issues.
- As a member of the Finance & Accounting team, this position plays a key role in being a reliable, trustworthy, and friendly business partner to the operations, people and administration teams.
- Provides consultation and recommendations to key stakeholders, including the Controller and CFO.

Dawson

PAYROLL ADMINISTRATOR

Skills, Knowledge and Abilities

- Payroll expert who understands and is able to apply accounting principles.
- Understands all aspects of the payroll system and able how to handle new things as they arise. Ability to meet productivity standards; completes work in a timely and accurate manner.
- Must be detail oriented and take all steps to ensure no mistakes are made. Must have an above average attendance record as payroll must be paid on time.
- Detail oriented to ensure no mistakes.
- Excellent written and verbal skills.
- Excellent keyboarding skills.
- Proficient in MS Office suite (Excel, Word and Outlook).
- Able to maintain an above average attendance record.
- Able to maintain the highest level of confidentiality.

Education and/or Experience

- 4 years construction payroll experience, including Prevailing Wage
- General knowledge of payroll laws and taxation.
- 2+years' experience of general accounting.
- Construction ERP system, preferably Vista by Viewpoint

Salary and Benefits

- \$25.00 - \$30.00 per hour
- Medical, dental, vision, life, long term disability, accident, and specific illness insurances; retirement 401k or Roth; annual bonus based on performance.

We offer competitive pay, excellent benefits, a culture of continuous improvement and opportunity for career advancement through continued company growth.

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