



PAYROLL SPECIALIST

Join our team at J.F. Edwards Construction Company, a respected specialty outside electrical contracting firm with over 75 years of experience in the industry. We are currently seeking a detail-oriented and skilled Payroll Specialist to support our growing team. As a Payroll Specialist, you will play a crucial role in ensuring accurate and timely payroll processing for our employees.

- Responsible for processing manual timecards and worksheets to ensure accurate and timely running of union and non-union payroll.
- Analyze, prepare, and input payroll data.
- Ensure accuracy of payroll records by maintaining database with updates in status changes, tax withholdings, benefits deductions, time off accruals, etc.
- Ensure compliance with all applicable state and federal wage and hour laws.
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.
- Assist field with the preparation of draft checks, when necessary.
- Prepare and remit federal, state, and local tax reports in a timely fashion.
- Prepare weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, W2 processing, etc.) for management.
- Prepare and submit monthly union reports to fund offices.
- Prepare and submit monthly Worker's Comp report to insurance carriers and handle Worker's Comp audit preparation.
- Perform various journal entries, account reconciliations, and provide general ledger support.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Issue and record pay-related adjustments for previous errors or retroactive increases.
- Train others in operational procedures.
- Track employee leave time, such as vacation, personal, and sick leave.

- Maintain compliance with federal, state, and local payroll and employment laws and regulations, as well as recommend payroll process improvements and best practices.
- Ensure our payroll system aligns with HR benefits and accounting system.
- Facilitate management and employee understanding of payroll procedures.
- Submit weekly 401k contributions.
- Maintain current union contracts and rates.
- Perform other related duties as assigned.

Please note that this job description is not exhaustive and may be subject to changes or additions based on the needs of the company.

Job Type: Full-time

Pay: \$50,000.00 - \$65,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday

Work setting:

- Office

Experience:

- Payroll: 3 years (Required)
- Union Payroll: 3 years (Required)

Ability to Commute:

- Geneseo, IL 61254 (Required)

Ability to Relocate:

- Geneseo, IL 61254: Relocate before starting work (Required)

Work Location: In person