



Warfel Construction is currently looking for a detail-oriented, efficient **Payroll Accounting Administrator** to manage all aspects of payroll in a growing construction company with three locations. This role will report directly to the Accounting Manager and will be responsible for confidentially managing employee salary data, ensuring timecards are correct, and payroll is completed consistently and on time each week. This role will also complete various general accounting tasks (including accounts payable and receivable) on a weekly basis.

At Warfel, we truly believe our people are our competitive advantage. We've built a culture that begins and ends with our commitment to the great people in our organization. As the Payroll Administrator, you play a critical role in maintaining, influencing, and supporting the team-focused culture we've established.

Job responsibilities include, but are not limited to, the following:

- Implements, maintains, and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions, including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Provides information and answers employees' questions regarding payroll-related matters.
- Manages electronic timekeeping system(s) and information received, follows up with supervisors and employees directly when there is a discrepancy, as needed.
- Calculates payable hours, commissions, bonuses, tax withholdings and deductions.
- Prepares and issues earnings statements.
- Issues paychecks and manages direct deposit information.
- Maintains employee payroll records in accordance with Warfel policy and other necessary compliance.
- Updates prevailing wage pay rates and prepares certified payroll reports as required.
- Works in conjunction with the HR team to ensure accurate employee data, including benefits, payroll, etc.
- Ensures compliance with federal, state, and local payroll, wage and hour laws, and best practices.
- Perform various general accounting activities weekly – serving in a backup capacity when necessary.



- Identifies and recommends updates to payroll accounting software, system, and procedures.
- Performs other duties as assigned.

#### **QUALIFICATIONS:**

- High School diploma or GED required; Degree in accounting, finance, or business administration preferred.
- Certified Payroll Professional (CPP) certification strongly preferred.
- 3 – 4 years of proven experience in a Payroll function with increasing levels of responsibility.
- Experience using Viewpoint/Vista construction payroll system or similar system a plus.
- Working knowledge of payroll functions including preparation, balancing, internal control and payroll taxes.
- Excellent attention to detail and organizational skills, including time management.
- Proficiency in Microsoft Office Suite.
- Able to work as a collaborative member of a team, as well as individually as needed.
- Exhibits Warfel's Core Values of Honesty, Integrity, Accountability, Initiative, and Teamwork.

Competitive pay and benefits offered. Warfel Construction Company is an equal opportunity employer.