



Energy Efficiency Specialists

(206) 763-9484 • Fax (206) 763-7922

Payroll Specialist

We are looking for an enthusiastic and motivated individual to join our team as a Payroll Specialist. We are a fun office and put great emphasis on customer service and working together as a team.

Summary/Objective

The Payroll Specialist will administer the organization's payroll functions ensuring pay is processed weekly, on time, accurately, and in compliance with government regulations.

Essential Functions

- Processes union field and non-union office/warehouse staff payroll on a weekly basis, ensuring timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Prepares and submits monthly union reports.
- Responsible for the weekly certified payroll reporting process to ensure company compliance.
- Processes various statistical payroll related reports as needed.
- Ensures accurate and timely processing of payroll updates including setting up union rates.
- Completes and submits prevailing wage intents and affidavits.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitates audits by providing records and documentation to auditors.

Competencies

- A team player with a positive attitude and strong interpersonal skills
- Highly detail oriented, self-motivated, and resourceful
- Strong organizational and time management skills
- Excellent verbal and written communication skills
- Competent with Microsoft Office Suite (Word, Excel, Outlook, etc.)



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Work Environment

This job operates in an on-site, drug-free workplace, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and walk. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Position Type and Expected Hours of Work

This is a full-time position. Typical days and hours of work are Monday through Friday 7am – 3:30pm.

Required Education and Experience

- Two to three years of previous payroll experience

Preferred Education and Experience

- Associate or Bachelor's degree in Accounting or related field
- Three to five years of previous union payroll experience in the construction industry
- Certified payroll professional

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Classification

Full-Time, Non-Exempt Hourly Position



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Compensation Package

- Starting base pay: \$30.53 an hour
- Group Medical/Dental/Vision/Basic Life, AD&D and EAP Benefits
 - 100% paid by employer for employee only
 - 50% paid by employer for dependents
- 401k Retirement Plan with company match
- Paid Vacation/Sick/Holiday Leave
- Company Discretionary Profit Sharing Plan

Qualified candidates please submit your resume and references to hr@hudsonbayins.com.

We are an Equal Opportunity Employer – minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity