

## **Payroll Specialist | \$72-79k**

### **Full Time, On-Site, Direct Hire**

We are seeking a detail-oriented and organized Payroll Specialist to join a thriving team in the construction industry in the tri-city area! As a Payroll Specialist, you will play a critical role in processing payroll for exempt, non-exempt, and union employees, be the resident expert on Kronos, and handle payroll-related reporting. Your keen attention to detail, excellent communication skills, and commitment to accuracy will be crucial as you take the lead on processing payroll. Don't miss this dynamic opportunity to join a company with a reputation of over 45 years of success, [apply now](#) or call Aileen at (888) 303-5627 for more information!

### **Key Responsibilities**

- Accurately process weekly payroll for exempt, non-exempt, and union employees.
- Handle all payroll updates, including new hires, terminations, re-hires, pay rate changes, and adjustments to union Collective Bargaining Agreement (CBA) wages and deductions.
- Prepare regular reports and payments to unions and government agencies.
- Assist in internal and external audits by providing necessary records, documentation, and explanations related to payroll transactions.
- Serve as the company's UKG/Kronos Ambassador, staying informed about all system functions and new features. Provide training and support to ensure efficient use of the payroll system by HR and management teams.

### **Key Qualifications**

- Experience in construction payroll and union payroll required
- Proficiency in MS Office and Kronos
- Strong organizational, collaborative, and communication skills