

WOHLSSEN CONSTRUCTION COMPANY**JOB DESCRIPTION**

Job Title: Payroll Specialist

Job Reports To: Payroll Manager

Exempt or Non-Exempt: Non-Exempt

Job Summary:

Assist Payroll Manager in maintaining multi-state company payroll system including proper taxation, labor distribution and reporting. Process timely and accurate field payroll. Prepare accurate tax filings and timely year end information. Prepare Delaware and Pennsylvania state certified payroll reports.

Essential Job Functions:

- Manage field payroll - process timely and accurate field payroll, process field payroll in accordance with federal and state tax regulations and company policies
- Interact with employees regarding pay issues such as amount paid, taxes, deductions, etc
- Assist Payroll Manager with office payroll
- Assist Payroll Manager in the set-up and maintenance of prevailing wage, pension trust and workers compensation tables
- Process payroll checks and prepare direct deposit file for bank
- Prepare weekly certified payroll reports
- Complete job cost transfers
- Set up new employees in payroll system
- Process payroll taxes on a weekly, monthly and quarterly basis

Other Functions:

- Assist Payroll Manager with year-end duties including W-2's and salary increases
- Provide support during audits
- Assists in special projects or requests

In addition to the functions listed above, the employee is expected to: strive to exhibit and apply Wohlsen's Attributes, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with co-workers and clients, work with accuracy, efficiency, and attention to detail, maintain good attendance by working when and where directed, work safely in compliance with all safety policies, respect the work environment and keep it as neat and clean as possible, and exercise initiative to learn new skills and tasks and to help co-workers when possible. **The employee is also expected to perform such other duties and functions as required from time to time.**

The Physical Requirements Checklist that specifies the physical demands for this job is attached and is incorporated into this description.

Qualifications:

- Must have strong oral, technical and written skills normally acquired through a high school diploma or equivalent
- Minimum of five years experience in payroll related functions including exposure to construction industry and multi-state payroll reporting
- Working knowledge of computerized payroll systems and experience to handle complex payroll reporting situations
- Working knowledge of PC Windows based software including Excel and Word
- Strong math skills

Machines/Tools/Equipment:

Computer/fax machine/copy machine/printer/check signer machine/calculator/folding machine

Working Conditions:

Primarily a controlled office environment

Ability to work additional hours as needed to meet payroll deadlines

Employee Signature

Date