

Payroll Administrator

Comer Construction is seeking a full-time Payroll Administrator with at least three years' experience in payroll to be responsible for delivering full-cycle in house payroll services on a weekly basis for approximately 100 employees.

Comer Construction offers:

- Competitive wages
- Safe work environment
- 100% employer-paid health insurance for employees
- Matching 401k
- Other benefit options including dental, short- and long-term disability and life insurance

Please send resume with Indeed response or apply directly online at <http://www.comerconstruction.com/careers/>.

Duties and Responsibilities:

- Data entry of timecards
- Processes and distributes payroll
- Input new employees and all payroll changes into payroll processing software, establish/maintain employee records
- Prepare quarterly and year-end payroll processing, including W-2's
- Certified payroll reporting
- Perform other duties as assigned or required

Minimum Requirements:

- Must be at least 18 years old
- Associate Degree in Business Administrator/Finance required, Accounting Degree preferred
- Three plus years in a payroll Office performing all payroll functions, construction industry preferred; Three years additional payroll office experience in lieu of Associate's degree
- Strong organizational skills, and the ability to work under pressure
- Strong skills using and understanding the flow of transactions in an integrated and automated payroll accounting system
- Ability to handle and prioritize multiple tasks and meet all deadlines
- Must be able to pass a drug screen and criminal background check
- Skilled in various software programs including MS Word, Excel, Internet Explorer or Google Chrome
- Proficiencies in a payroll system, Foundation Software preferred
- Ability to read, write and accurately follow oral and written instructions
- Must be self-motivated, able to work with minimal supervision

Comer Construction is an Equal Opportunity Employer