

## POSITION DESCRIPTION

### SENIOR PAYROLL SPECIALIST

Office Location: St. Louis, Missouri

Level: Experienced

Department: CROWN

Reports to: CFO

Supervises: N/A

As the Senior Payroll Specialist you will be wholly responsible for overseeing/processing weekly union payroll for all entities, including time sheet entry, payroll processing, garnishments, fringe benefit reporting, certified payroll reporting and payroll tax liability payments. You will also direct the activities of the Payroll & General Accounting Specialist.

The ideal candidate will have a minimum of 5 years' experience with full-charge responsibility of payroll processing for union employees in construction trades; 2-3 years general accounting experience, preferably with a general contractor or subcontractor; demonstrate a high level of organization, adaptability and skill in prioritizing tasks while working independently and in a team environment.

#### A. Essential Functions

1. Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
2. Verify attendance, hours worked, and pay rates, and post information onto designated records.
3. Compute wages and deductions and enter data into accounting system.
4. Issue and record adjustments to pay related to previous errors or retroactive increases
5. Keep track of leave time, such as vacation, personal, and sick leave, for employees.
6. Complete Certified payroll reporting.
7. Purchase and report Union Fringe Benefits.
8. Complete Payroll liabilities reporting and payments.
9. Process paperwork for new employees and enter employee information into the payroll system
10. Conduct verifications of employment (i.e.: I-9) for new hires.
11. Ensure accurate and timely processing of payroll updates including new hires, terminations and changes to pay rates.
12. Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
13. Other general accounting responsibilities as directed by the CFO.

#### B. Desired Qualifications

1. Associate's or Bachelor's Degree in Accounting preferred
2. Additional certifications that exemplify a desire for continued education preferred
3. Extensive knowledge of the payroll function including preparation, balancing, internal control, and payroll taxes
4. Minimum 3 years' relevant work experience in construction accounting
5. Exceptional communication and interpersonal skills
6. Keen attention to detail and an aptitude for problem-solving
7. Able to proactively address potential issues
8. Ability to learn and master various computer programs
9. Significant hands-on experience with industry-specific software
10. Collaborative working style and team-player attitude
11. Positive and encouraging personality
12. Able to work independently with little supervision
13. Highly motivated with a strong work ethic
14. Reliable, trustworthy, and committed to team's success



15. Outstanding organizational skills and ability to prioritize tasks
16. Able to thrive in a high-volume, deadline-driven work environment
17. Experience with Union Payroll Processing – Strongly Preferred
18. Experience in ComputerEase Construction Accounting Software – Preferred

## **COMPANY PROFILE**

The UP Companies, one of the region's largest full-service MBE-Certified contractors, offers competitive, all-inclusive solutions for general contractors, owners and facility management professionals. Founded on the ideals of technical excellence, personal responsibility, collaboration and diversity, we pride ourselves on the ability to provide integrated solutions to all clients. Our mission is to exceed the expectations and experiences of our collaborators and clients by utilizing our unique corporate infrastructure to provide safe and innovative solutions, exceptional workmanship, technical excellence and integrity at every level. The UP Companies provides the Best Value per Square Foot.