

POSITION DESCRIPTION

PAYROLL AND GENERAL ACCOUNTING SPECIALIST

Office Location: St. Louis, Missouri

Level: Experienced

Department: CROWN

Reports to: CFO

Supervises: N/A

As the Payroll and General Accounting Specialist, you will be wholly responsible for processing weekly union payroll for one entity, including time sheet entry, payroll processing, garnishments, fringe benefit reporting, certified payroll reporting and payroll tax liability payments. You will also assist the Senior Payroll Specialist with time entry, certified payroll reporting and other reporting as needed for the other entities. Your payroll responsibilities are expected to account for 60% of your work week. The remaining 40% will be filled with general accounting duties, primarily related to accounts payable processing, lien waiver management and general accounting/administrative tasks.

The ideal candidate will have a minimum of 3 years of experience with full-charge responsibility of payroll processing for union employees in construction trades; 2-3 years accounts payable or 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 for new hires.
11. Assisting with Accounts Payable processing (entering vendor invoices, reconciling vendor statements, check processing and tracking lien waivers)
12. Other general accounting responsibilities as direct by the Senior Staff.

B. 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.

C. Desired Qualifications

1. Associate's or bachelor's degree in Accounting
2. Additional certifications that exemplify a desire for continued education preferred
3. Minimum 3 years of relevant work experience in construction accounting
4. Exceptional communication and interpersonal skills
5. Keen attention to detail and an aptitude for problem-solving
6. Able to proactively address potential issues
7. Ability to learn and master various computer programs

8. Significant hands-on experience with industry-specific software
9. Collaborative working style and team-player attitude
10. Positive and encouraging personality
11. Able to work independently with little supervision
12. Highly motivated with a strong work ethic
13. Reliable, trustworthy, and committed to team's success
14. Outstanding organizational skills and ability to prioritize tasks
15. Able to thrive in a high-volume, deadline-driven work environment
16. Experience with Union Payroll Processing – Strongly Preferred
17. 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.