



**JOB TITLE:** Corporate Payroll & HR Analyst

**GENERAL DESCRIPTION**

The Payroll and HR Analyst is responsible for (1) supporting the accurate and timely processing of the company's weekly payroll and (2) utilizing a newly implemented HR information system to automate, streamline and improve HR processes throughout the employee lifecycle (recruiting through retirement)

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

PAYROLL

- Provide backup processing of weekly payroll and submission of vendor files
- Review and approve employee change submissions for address, direct deposit, withholding etc.
- Review and approve time submitted for union field crews
- Certified payroll, and prevailing wage reporting
- Employment verifications
- Monthly Union Reports
- Union Audits
- Compile reports as needed
- Complete special projects as requested, and performs other duties as assigned

HR INFORMATION SYSTEMS

- Utilize system training modules to become fully knowledgeable in all aspects of the system's functions and capabilities.
- Leverage the knowledge to automate, streamline and improve HR processes relating to the entire employee lifecycle, for example:
  - Recruiting – including interfacing with various social media outlets and recruiting websites, automating required DOL applicant reporting, and automating the transfer of key applicant data to new hire data in cases where the candidate is hire.
  - Employee communication and engagement – Utilize system capabilities to showcase and communicate various company initiatives. Also develop and communicate system utilization relative to employee self-service functionality.
  - Manager/Supervisor support – System support of reviews, pay actions, employee status changes, training and development, employee certifications, etc.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

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| <ul style="list-style-type: none"><li>— Strong understanding of payroll procedures</li><li>— Knowledge and understanding of unions, payroll taxes, and taxation of wages and benefits deductions</li><li>— Experience with payroll systems</li><li>— Must have interpersonal communication skills to interact with co-workers, supervisors, and managers</li><li>— Strong problem-solving skills</li><li>— Ability to maintain sensitive employee information in a confidential manner</li></ul> | <ul style="list-style-type: none"><li>— Detail oriented and organized in work</li><li>— Ability to meet deadlines is critical</li><li>— Must be motivated and self driven to complete a task</li><li>— Current working knowledge of state and federal tax regulations</li><li>— Kronos/UKG experience is preferred; experience in HR systems and applications that demonstrate success in the above-mentioned examples is required</li><li>— Understanding of basic accounting principles</li></ul> |
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<ul style="list-style-type: none"><li>— Excellent computer skills; i.e. Excel, Outlook, Word</li><li>— Certified payroll, prevailing wage and multi-state payroll processing are preferred</li></ul>	<ul style="list-style-type: none"><li>— Strong customer service skills.</li><li>— Organizing as well as prioritizing ability.</li></ul>
<b>EDUCATION REQUIREMENTS</b>	<b>WORKING CONDITIONS</b>
<ul style="list-style-type: none"><li>— Associates Degree in Accounting, Business, or related field is preferred</li><li>— Minimum of 3 years payroll processing experience</li></ul>	<ul style="list-style-type: none"><li>— General office environment.</li></ul>