

Title: PAYROLL SPECIALIST
Reports to: VP OF FINANCE
Annual Salary: DOE

Since 1993, Cornerstone General Contractors, Inc., has fostered a flexible approach to commercial construction based on cooperation, innovation, and accountability. A 100% Alaskan owned, managed, and staffed company, our team includes experienced personnel with the education, training, experience, relationships, and resource capacity to handle multiple projects of all sizes across the state.

JOB OVERVIEW

The Payroll Specialist performs general accounting duties such as employee onboarding, processing payroll, certified payroll, payroll taxes, benefits administration and reconciliation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains all employee records to include new hires, layoffs, and certification records
- Review, import and process weekly payroll
- Initiate banking for direct deposit, payroll taxes and 401(K)
- Files quarterly State of Alaska unemployment reports and assist with 941 preparation
- Maintains bank registers and reconciliation of bank accounts and credit cards
- Reconciliation and payment of payroll related invoices, i.e., benefits, union dues, insurance, 401(K), union reporting
- Prepare and submit union agreements to appropriate union
- Complete and submit various employee forms received, i.e., unemployment forms, wage verification forms
- Prepare and submit Certified Payroll to Department of Labor and project owners
- Verify and track Certified Payroll
- File Notice of Work/ Notice of Completion if required with Department of Labor and pay fees
- Bank reconciliation
- Enter invoices and export after approval for processing in accounts payable as needed
- Check preparation
- Cross train with accounts payable duties and assist as needed
- Back up to phone to reception
- Perform other related duties as assigned and needed

REQUIRED SKILLS/ABILITIES:

- Excellent verbal and written communication skills.
- Ability to meet all deadlines in monthly accounting process
- Ability to read, interpret and apply rules, regulations, policies and procedures
- Strong analytical and problem-solving skills
- Proficient with Microsoft Office Suite or related software

EDUCATION AND EXPERIENCE:

- High school diploma
- At least 2 years of payroll accounting experience
- 2 years of construction industry-related experience preferred

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must be able to drive and pick up supplies and other items as needed