

Job Description

EMPLOYEE RELATIONS / PAYROLL

EXEMPT (Y/N):	Yes	DEPARTMENT:	Accounting
LOCATION:	Corporate Office, Sacramento	SUPERVISOR:	Controller / CFO
SALARY:	\$80K - \$100K		

SUMMARY: This position is in person at our Sacramento, CA office. The Employee Relations/Payroll is responsible for the daily functions of talent acquisition and retention, human resources, and payroll. They are required to keep up to date on all federal, state, and local laws and regulations. This position requires a high level of confidentiality, professionalism, and interpersonal skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to those listed below. These duties describe the minimum responsibilities of this position and are subject to change to accommodate the needs of the company.

HUMAN RESOURCES

- Promote, maintain, and advance Otto Construction's company culture through effective leadership and clear communication, ensuring Otto is the most desirable workplace.
- Develop strong and engaging relationships and accountability with all company leaders and employees.
- Recruit and conduct initial interviews with qualified job applicants for open positions as needed.
- Enhance the new hire orientation, communicate training programs and career paths to align with Otto's strategic plan.
- Strengthen employee engagement by developing and assisting company leaders in onboarding and training programs.
- Create systems that provide valuable feedback on employee performance.
- Assign and track all mandatory and voluntary training.
- Administer, track, and document human resource programs including but not limited to benefits, leave of absence, disputes, and investigations.
- Maintain and update employee manual.
- Maintain compliance with all federal, state, and local, employment laws and regulations, and recommend best practices; review policies and practices to maintain compliance.
- Network and build relationships within the construction industry.

PAYROLL

- Process in-house payroll from start to finish weekly.
 - Review timecards, process/review payroll, process check/direct deposit.
 - Make weekly payroll related payments (taxes, garnishments, 401k).
 - Prepare weekly certified payroll documents.
- Maintain employee personnel files.
- Process and submit monthly union reports and payments.
- Submit monthly OCIP reports.
- Process, reconcile and pay monthly employee benefits.
- Prepare and submit quarterly payroll tax filing and payments for IRS, California, and Oregon.
- Prepare and submit Year End reporting and filings to IRS, California, Oregon, and all employees.
- Prepare certified payroll upload files.
- Process unemployment verifications and audits.
- Assist with payroll related audits (Corporate, Work Comp, OCIP, etc.).
- Complete and process employee garnishments.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in human resources, business administration, or related field.
- High integrity with attention to detail, positive attitude, adaptable and creative.
- Exceptional communication skills, written and verbal.
- Excellent interpersonal and conflict resolution skills.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to work independently and meet deadlines.
- Ability to collaboratively work well with others and achieve team goals.
- Highly dependable with excellent organizational and time management skills.
- Proficient with Microsoft Office and Microsoft Teams.
- Proficient with or the ability to quickly learn the organizations ERP system.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Sit for long periods of time.
- Look at a computer monitor for extended periods.
- Use hands and fingers.
- Reach with hands and arms.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in outside weather conditions and is occasionally exposed to wet and/or humid conditions, and fumes or airborne particles.

The noise level in the work environment is usually moderate.

NOTE: Otto Construction is a drug-, smoke- and alcohol-free workplace. Drug testing is a requirement for employment.

Otto Construction is an Equal Opportunity Employer.

Resumes can be emailed to Jackie Senf at jsenf@ottoconstruction.com