

Job Description
Payroll Specialist

EXEMPT (Y/N): No

LOCATION: Corporate Office, Sacramento

HOURS: 7:30am – 4:30pm Monday - Friday

DEPARTMENT: Accounting/Administration

SALARY: \$65K - \$80K

SUPERVISOR: Employee Relations Director

SUMMARY: This position is in person at our Sacramento, CA office. As a Payroll Specialist for Otto Construction, you will support the efforts of the Employee Relations Director and Controller.

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.

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.
- Prepare and submit quarterly payroll tax filing and payments for IRS, California, Oregon and Texas.
- Prepare and submit Year End reporting and filings to IRS, California, Oregon, Texas, and all employees.
- Process unemployment verifications and audits.
- Assist with payroll related audits (Corporate, Work Comp, OCIP, etc.).
- Complete and process employee garnishments.
- Stay up-to-date on California Construction laws including but not limited to; prevailing wage, public works, mechanics liens, skilled and trained workforce.
- Performs other duties as assigned.

PREVAILING WAGE/CERTIFIED PAYROLL

- Prepare certified payroll upload files.
- Prepare and submit fringe benefit statements, DAS 140 & DAS 142 forms
- Collect & save apprentice and journeyman certifications
- Performs other duties as assigned.

POSITION CAPABILITIES

- Ability to successfully work in a team environment.
- Strong organization, communication and listening skills.
- Excellent computer skills such as Crystal Reports, Excel, Outlook, Word, and Trimble software.
- Ability to meet deadlines.
- Represent Otto Construction in a professional manner.
- Ability to act with integrity, professionalism and confidentiality

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.

EDUCATION and/or EXPERIENCE:

Minimum of 5 years of in-house payroll, certified payroll and union experience. Knowledge of general accounting principles. Knowledge of regulatory standards and compliance requirements. Knowledge of CA Public works apprenticeship requirements and CA Skilled & Trained Workforce requirements.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively in one-on-one situations with customers and employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written and oral form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license and good DMV record to operate vehicle on company's behalf.

OTHER SKILLS AND ABILITIES

Experienced in the following software applications: Crystal Reports, Excel, Outlook, Word
Recognized as a self-starter and ability to meet deadlines.
Ability to work well with others and achieve team goals.
Highly dependable with excellent organizational and time management skills

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 use hands to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, and walk.

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.

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 sent to Samantha Hoshida at shoshida@ottoconstruction.com