



Guthrie Glass is soliciting candidates to apply for the below position.

For more information on the company please visit our website at www.guthrieglass.com.

Position for hire: Construction Payroll Administrator

Job Description

We are looking for a **Construction Payroll Administrator** to join our Guthrie Glass & metal division. In this role, you will process weekly payroll checks, deductions, and reports. We are seeking a detail-oriented, thorough, and organized construction certified payroll administrator to join our growing team. In this position, you will be responsible for certified payroll reporting, labor compliance, prevailing wage compliance on public and federal work as a GC and subcontractor. The certified payroll administrator must have a minimum of one (1) years' experience submitting certified payroll and working knowledge of various labor compliance requirements within the construction industry.

The current position will be in person in the Egg Harbor Township, NJ office. You will be expected to pay attention to detail and maintain organized payroll records. The candidate must be able to implement processes and workflows in order to help build a highly efficient company. There is abundant room for growth.

Current Responsibilities

- Audit approved payroll records for errors
- Transfer daily/weekly timesheet records from payroll app (ClockShark) to accounting software (Sage 100)
- Ability to read through contracts for certified payroll requirements
- Certified payroll reporting & uploading
- Process certified payroll forms such as MW-562, AA-202, & WHD 347.
- Construction project labor compliance
- Prevailing wage compliance for public and federal work
- Processing of requested payroll forms/reports
- Employer and fringe benefits compliance
- Certified payroll portals (LCP Tracker & NJ Wages)
- Understanding of: Section 3 requirements, Veteran status, EEO requirements
- Greeting visitors and answering front office phone
- Mail pickup/drop off at our mailbox.
- Shipping and office supply maintenance.

Requirements and Qualifications

- Computer Skills/Proficiency: **Microsoft Suite** (Word, Excel, Sharepoint) & **Sage 100**
- Effective and Professional Communication Skills
- Experience with certified payrolls (1-2 years minimum)
- Problem solving skills with attention to detail
- Self-directed with a high level of initiative
- Experience managing multiple priorities simultaneously
- Willing and able to cross train and take on a variety of tasks as needed
- Organization, Initiative, and eagerness to learn.
- Creative thinking skills and ability to solve problems.
- Teamwork mentality.
- Adaptability.

Compensation

- Salary
- *Paid time off, 401k, and Health Insurance will be offered after an initial vesting period.*

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