

Payroll Specialist

POSITION OVERVIEW

The Payroll Specialist is responsible for managing complex payroll operations, employee benefits administration, Form 940/941 Tax and Workers Compensation, prevailing wage requirements, and certified payroll reporting. This role plays a critical part in ensuring payroll accuracy, regulatory compliance, and timely reporting for both private and public works projects.

The ideal candidate has strong experience with multi-rate payroll, Davis-Bacon compliance, certified payroll reporting, and benefits administration in construction, or similar labor-intensive industries.

This position requires exceptional attention to detail, organizational skills, confidentiality, and the ability to work in a fast-paced environment supporting field operations and office personnel.

DUTIES AND RESPONSIBILITIES

Payroll Administration

- › Process bi-weekly payroll for hourly and salaried employees across multiple crews, departments, and job sites.
- › Review and verify employee hours submitted through Traqspera Time Entry, job classifications, wage rates, fringe calculations, deductions, bonuses, and overtime.
- › Maintain payroll accuracy while ensuring compliance with federal, state, and local wage and hour laws.
- › Process payroll changes including annual profit share, per diem, new hires, promotions, terminations, rate changes, and garnishments.
- › Audit payroll records and resolve discrepancies promptly.
- › Prepare payroll reports, audits, and year-end payroll activities including W-2 processing.
- › Respond to employee payroll questions professionally and timely.
- › Monthly payroll bank reconciliation.

Prevailing Wage Compliance

- › Ensure compliance with Davis-Bacon Act, prevailing wage laws, and project-specific labor requirements.
- › Review wage determinations, labor classifications, and fringe allocations for public works projects.
- › Coordinate with operations and project management teams to ensure accurate labor coding and classifications.
- › Monitor prevailing wage updates and ensure payroll adjustments are implemented accurately.
- › Maintain compliance records for government audits and contractor reviews.

Certified Payroll Reporting

- › Prepare, review, and submit certified payroll reports accurately and on time.
- › Maintain supporting documentation required for certified payroll compliance.
- › Ensure all certified payroll records comply with federal, state, local, and contractual requirements.



- › Assist during payroll audits, labor compliance reviews, and government reporting requests.
- › Investigate and resolve certified payroll discrepancies or reporting issues.

HR, AP & Administrative Support

- › Assist AP with invoice entry during peak monthly subcontract pay application submissions
- › Ensure compliance with ACA (1095)
- › Maintain accurate employee records within HRIS and payroll systems (Trimble Viewpoint Spectrum).
- › Assist with onboarding, employment documentation, and compliance tracking.
- › Support internal and external audits related to payroll, benefits, and labor compliance.
- › Prepare employment verifications and payroll-related documentation as requested.
- › Maintain strict confidentiality regarding employee and company information.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- › Experience with prevailing wage, and certified payroll reporting strongly required.
- › Experience in construction, or labor-intensive industries preferred.
- › Prefer experience with Trimble Viewpoint Spectrum and Traqspera Time Entry.
- › Strong understanding of payroll taxes, wage and hour laws, and employee benefits administration.
- › Proficient in Microsoft Excel and payroll reporting.
- › Strong analytical, organizational, and problem-solving skills.
- › Ability to manage sensitive and confidential information professionally.

EDUCATION AND EXPERIENCE

- › Associate's or Bachelor's degree in Human Resources, Accounting, Business Administration, or related field preferred.
- › Minimum of 3 years of payroll experience required.

WHAT WE OFFER

CBC offers a competitive salary package, and our generous benefits package offers employees the opportunity to participate in a top-notch health insurance program, company-paid life insurance, and access to great supplemental programs for dental, vision, long-term disability, and accident coverage. Our 401K retirement program offers excellent investment options with a company match. We offer a paid time-off program, as well as paid holidays.

HOW TO APPLY

If you are interested in applying for this position, please email your resume to: careers@builtbycontinental.com

