

Position Title: Payroll Specialist

Client: Confidential

Location: Chittenden County

The Payroll Specialist will oversee all payroll functions, ensuring accuracy while performing efficiently and effectively. They will also provide leadership for all aspects of the company's payroll operations including mandatory reporting and tracking requirements following state and federal guidelines for contractors and subcontractors.

Duties/Responsibilities:

- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates
- Responsible for coding of jobs and equipment on timecards and in payroll system
- Prepares and maintains accurate records and reports of payroll transactions, including coding and compliance using Davis-Bacon prevailing wage standards
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices, using Davis-Bacon prevailing wage standards
- Facilitates audits by providing records and documentation to auditors

Required Skills/Abilities:

- Thorough understanding of payroll and financial practices
- Excellent verbal and written communication as well as interpersonal skills, including diplomacy
- Excellent organizational skills and attention to detail
- Superlative communication skills, particularly the ability to communicate as a leader

Education and Experience:

- Proven experience as Payroll Manager or equivalent position
- Excellent organization, communication and people skills
- In-depth knowledge of diverse payroll functions and principles
- Familiarity with Great Plains, Peachtree or Payroll 4 Construction (P4C) preferred
- BS/BA in accounting or business administration will be a plus

Interested candidates are encouraged to apply by sending an introductory cover letter and resume to Michelle Rawls, Director, Talent Acquisition at talentsolutions@gfc.com. While we appreciate all interest in this outstanding opportunity, only candidates who most closely align with our search will be contacted.

Disclaimer: What is listed above is representative of the responsibilities of the position but is not meant to be an exhaustive list. Responsibilities may change during employment at the company's discretion. Gallagher, Flynn & Company, LLP does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factors.