

## **PAYROLL SPECIALIST**

Hunt Electric is a national design build electrical contracting firm grounded in the simple, powerful concept of performing efficient, quality work. Our loyalty is to our clients and our communities in more than 40 states. We are continually seeking individuals who are passionate about the electrical design and construction industry who want to contribute to our company growth. If you are driven, love what you do and hold yourself to a standard of excellence, we want to hear from you!

### **ROLE AND RESPONSIBILITIES**

The Payroll Specialist will be responsible for assisting with daily union payroll processing and reporting. This position must be available and willing to work extended hours on Mondays and Fridays (9+ hours per day).

- Assist in the keying, processing, and distributing weekly payroll for hourly Union employees utilizing our in house accounting system (Spectrum).
- Daily time entry and labor report distribution to key customers.
- Respond to calls from field employees in a timely and customer friendly manner.
- Assist in the preparation of monthly union reports.
- Identify and review job costing reports for accuracy and discrepancies.
- Prepare and distribute Weekly Certified Payroll Reports and monthly EEO Utilizations.
- Enter new hire information and process terminations in the payroll system.
- Maintain and enter employee changes into the payroll system.
- Complete and respond to employment verification inquiries and unemployment verifications.
- Additional tasks as needed.

### **QUALIFICATIONS AND EDUCATION REQUIREMENT**

- High School Diploma or equivalent required.
- Must have at least 5 years of payroll experience.
- Knowledge of and experience with complete payroll process from collection of timecards to check distribution.
- Certified Payroll experience in a union setting preferred.
- Strong sense of urgency and flexibility.
- Proficient in Microsoft Excel, Word and Adobe/Bluebeam.
- Strong customer service skills, analytical skills, attention to detail and ability to multi-task.
- Ability to understand and apply job costing.
- Demonstrated ability to prioritize and produce a high volume of work accurately.
- Ability to work independently and exercise sound judgement.

### **PHYSICAL REQUIREMENTS**

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, filing cabinets, photocopiers and fax machines.
- Employees are frequently required to sit, and occasionally required to kneel, reach, stoop, crouch or crawl.

- This position requires the ability to lift files, open file cabinets, and bend or stand as necessary.
- This position may occasionally lift up to 15 pounds.

## **BENEFITS**

Hunt offers a competitive total compensation and benefits package, which includes 100% employer paid health insurance, dental insurance, vision insurance, basic life insurance, paid vacation, sick and holiday time, 401(k) Profit Sharing Plan with an employer match and participation in the Employee Stock Ownership Plan.

**Apply online today at [www.huntelec.com](http://www.huntelec.com) or contact Megan Tragiai at (651) 643-6628!**

Hunt Electric Corporation is an Affirmative Action, Equal Opportunity Employer: M/W/Vets/Disabilities