
Job Description: Payroll Generalist

Position Title: Payroll Generalist

Department: Human Resources/Finance

Reports To: Director of Human Resources

Location: 1100 Grant Ave. Franklinville NJ 08322

Position Overview:

The Payroll Generalist is responsible for processing payroll functions for the company's workforce across the Triumph Atlantic company set, including construction and staffing industries. The role involves ensuring compliance with federal, state, and local labor laws, as well as certified payroll requirements for government-funded projects. The individual will also manage daily payroll administration, maintain accurate employee records, and ensure that all payroll-related activities are conducted on time and within legal compliance.

Key Responsibilities:

1. Payroll Processing & Administration:

- Process weekly payroll across 4 companies.
- Review and verify employee timecards, overtime, paid time off (PTO), and additional compensation factors.
- Accurately apply deductions (taxes, benefits, garnishments, union dues, etc.) and ensure that all payroll components are compliant with state laws.
- Maintain up-to-date employee records in payroll software and systems.

2. Certified Payroll Processing:

- Prepare and submit certified payroll reports for government-funded projects, ensuring compliance with the Davis-Bacon Act and other prevailing wage laws.
- Ensure correct wage rates, fringe benefits, and classifications for employees working on public works projects.
- Complete and submit certified payroll reports in a timely manner to federal, state, and local government agencies.
- Resolve issues with certified payroll reports, including addressing discrepancies, and provide documentation and reports to regulatory authorities.
- Maintain records of certified payroll compliance for audit purposes.

3. Compliance & Reporting:

- Ensure compliance with federal, state, and local tax regulations, wage and hour laws, and labor standards.
- Submit tax filings and payroll reports, including quarterly tax returns, year-end tax documents (W-2s), and 1099 forms.
- Maintain records for audit, including payroll taxes, employee classifications, deductions, and other payroll-related details.
- Coordinate with external auditors, if necessary, to verify payroll compliance.

4. **Project-Based Labor Tracking:**
 - Ensure that labor costs (wages, benefits, overtime) are accurately allocated to the correct construction projects, job sites, and work phases. Ensure labor allocation is consistent with project budgets and cost estimates.
 - Work with project managers and the finance team to integrate labor costs into the company's job costing system, allowing for real-time labor cost tracking, budget comparisons, and profitability analysis for each project.
5. **Time & Attendance:**
 - Administer and monitor timekeeping systems for accuracy and ensure that all hours worked are appropriately recorded for payroll processing.
 - Ensure proper classification of employees based on job roles, project assignments, and job site locations.
 - Collaborate with project managers and field supervisors to resolve any discrepancies in timecards or attendance.
6. **Payroll Reconciliation & Documentation:**
 - Perform regular payroll reconciliations to ensure accuracy, balancing payroll with accounting and financial records.
 - Provide payroll-related reports to management, including labor costs for projects and ongoing construction initiatives.
 - Maintain accurate and organized payroll files, ensuring they are audit-ready.
7. **Customer Service & Communication:**
 - Provide timely responses to employee inquiries regarding payroll issues, including pay discrepancies, deductions, and benefits.
 - Serve as the primary point of contact for payroll-related questions, including certified payroll queries.
8. **Other Duties:**
 - Assist with payroll system updates or enhancements to improve payroll processing efficiency.
 - Collaborate with HR, Finance, and other departments on employee benefits and HR initiatives.
 - Participate in training or professional development to stay current with changes in payroll regulations and laws, including certified payroll standards.

Qualifications:

- **Education:**
 - High School Diploma or equivalent required; Associate's or Bachelor's degree in Accounting, Finance, Human Resources, or a related experience preferred.
- **Experience:**
 - Minimum of 3-5 years of payroll experience, preferably in the construction industry with knowledge of certified payroll and prevailing wage regulations.
 - Strong familiarity with government-mandated reporting requirements for certified payroll (Davis-Bacon, prevailing wage, etc.).
 - Proficiency with payroll software and timekeeping systems. Experience with Paycom and ADP or construction specific software is a plus.
- **Skills & Abilities:**

- Notary certification or willingness to obtain is preferred.
- Experience implementing and migrating payroll systems is a plus.
- Strong attention to detail and accuracy, particularly with certified payroll compliance.
- Knowledge of wage and hour laws, including state and federal requirements for government projects.
- Excellent organizational and time-management skills, with the ability to handle multiple payroll periods and deadlines.
- Strong communication skills to collaborate with union representatives, employees, and regulatory bodies.
- Ability to handle confidential information and maintain payroll security.
- Proficiency with Microsoft Office Suite, particularly Excel.

Working Conditions:

- Office environment with occasional visits to construction job sites to ensure accurate timekeeping and resolve payroll issues.
- Flexibility in hours during peak payroll periods.
- Occasional overtime may be required during project-based payroll cycles.

Compensation:

Competitive salary based on experience, along with benefits (health insurance, retirement plans, PTO, etc.)

APPLY TO:

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