

## Payroll Administrator

- Stockton, CA
- Full-time

## Company Description

Collins Electrical Company, Inc. is a nationally recognized electrical contractor with offices in Stockton, Sacramento, Marina, Dublin and Fresno, California. Our projects are commercial, institutional and light industrial and range from \$200,000 to \$20,000,000.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Collins Electrical Company, Inc. is an EO employer –M/F/Veteran/Disability

## Job Description

Collins Electrical Company, Inc. has an outstanding opportunity for a qualified Payroll professional in Stockton, CA. The Payroll Administrator will perform a variety of activities associated with the administration, processing, reporting, and delivery of payroll.

## Duties and Responsibilities may include a variety of the following:

- Process Union and Non-Union payroll for multiple business units
- Establish and maintain employee/payroll records: New Hire entry, changes in pay and tax status, direct deposit, etc.
- Calculate and post job targeting, generate, invoices and maintain job targeting balances
- Various reports including OCIP, EEO, VET's 100, DOL Labor Statistics and Multiple Worksite reports.
- ACH Upload for union and non-union payrolls
- Weekly Payroll Tax Deposits
- Weekly Positive Pay Exports
- Weekly 401K Uploads
- Processing of garnishments and wage levies
- Process voluntary and involuntary terminations
- Entry/audit of timekeeping records
- Compute wage and overtime payments in accordance with: FLSA, State labor laws, Davis-Bacon Act
- Maintenance of Workers' Comp rates by class code
- Balancing of earnings and deduction totals
- Inspection of pay registers and standard reports to verify/correct any out-of-balance conditions
- Certified payroll reporting
- Issue reports/payments to internal and external third parties: AP, Job Cost, Accounting, tax agencies, garnishing agents, etc.
- Provide payroll support to job-site personnel
- Respond timely to inquiries internally and externally

## Qualifications

Required:

- Experience working in fast pace environments
- Experience processing payroll for 300 plus employees
- 3 + years' recent related work experience
- 10-key by touch
- Strong Excel
- Proficient with Outlook
- Excellent verbal and written communication skills
- Must have strong organizational skills and attention to detail.
- Strong analytical and problem solving skills.
- Ability to deal appropriately with confidential material.
- Ability to work well within a team and promote a healthy work environment

Preferred:

- Knowledge of Spectrum-based Accounting/Payroll systems
- Familiarity with Certified Payroll
- Familiarity with Construction Industry payroll

## **Physical Demands & Work Environment**

- Generally an office/desk position using a computer, telephone and heavy data entry
- Flexible and willing to take on new responsibilities as needed
- Must be able to work occasional extra hours as needed
- Must be able to work on multiple projects at one time, handle deadlines, confidential information and interruptions in the work process
- Must be able to work will independently and with various employees and diverse cultures

## **Additional information**

All your information will be kept confidential according to EEO guidelines.

Interested applicants can submit resumes to: [apply@collinselectric.com](mailto:apply@collinselectric.com)