

Payroll Administrator

Plote Construction Inc. East Dundee, Illinois, United States

The Plote Family of Companies is a fine example of the American dream realized through over 60 years of hard work, sacrifice and a deep understanding of the value of focused individual effort, performed in concert, to achieve the goal of entrepreneurial success. At Plote we bring expertise, quality, depth of resources, and cutting-edge equipment and technology together to deliver exceptional services in excavation, aggregates, asphalt paving, concrete paving, civil heavy engineering, sustainable materials, commercial development, environmental services, and snow removal.

Primary Function: The Payroll Administrator is responsible for accurate and timely payroll processing and payroll reporting.

Job Duties and Responsibilities:

- Prepare and review weekly and bi-weekly payroll, including all changes for the period to Pay Rates, 401k contributions, 401k loans, Garnishments, Employee info, Employee taxes, Special check requests, and any other items that impact the current pay period.
- Special Check Requests, including Retro Pay, Commissions, Bonuses, Lay-off / Termination, Union Settlements, and other payroll situations, as applicable.
- Prepare and submit monthly Union reports and payment requests.
- Prepare and file all federal and state tax compliance forms for review, such as Fed-941/Schedule B, IL-941, 940, IL W-3, W-2's, MSHA.
- Run all necessary payroll-related reports for outside auditors.
- Under the supervision of the Controller, maintain and perform changes to Viewpoint Payroll Set up, as required, for the accuracy of payroll reporting, including union dues/initiation fees and union rate increases.
- Maintain payroll files (both physical and computerized), including all verification and deductions: tax, union, wage assignments, insurance. Scan all payroll changes and maintain an electronic directory.
- Open and address payroll mail, email and payroll related phone calls.
- Perform all other duties and tasks as assigned

Required Education & Experience:

- Associate's degree in accounting, or 7+ years equivalent payroll experience
- 3-5 years of Payroll experience in a high-volume union environment. Proficient with Microsoft Office products, i.e., excel, word, outlook.
- Handling confidential information with discretion.
- Multi-Company payroll

Preferred Education & Experience:

- Bachelor's degree in liberal arts, business, accounting, or HR
- CPP Certification
- Payroll processes and procedures within a Construction environment.
- Viewpoint software.

Knowledge Skills & Abilities:

- Highly organized and detail oriented.
- Ability to apply common sense and understanding to carry out detailed, involved written or oral instructions. Ability to deal with problems involving variables in standardized situations.
- Knowledgeable in Payroll Laws and Regulations including Employee Withholdings.
- Ability to understand payroll related laws, standards, and procedures
- Familiarity with LCPTracker, IDOL Certified Payroll, WH-347 forms
- Strong analytical and problem-solving skills
- Strong attention to detail with accuracy as a top priority
- Organizational skills is a must
- Ability to meet critical deadlines
- Ability to be self-motivated, proactive, and an effective team player
- Proficient with Microsoft Office; Excel, Word, Outlook

Why Plote

At Plote we care about the health and well-being of our employees. Our commitment extends beyond the workplace, offering comprehensive healthcare plans, generous paid time off, retirement savings to support our team members in every aspect of their lives.

Plote has a fast-paced and dynamic environment where team members are committed to excellence and proud to be part of a growing and successful construction company.

BEFORE ALL ELSE, SAFETY FIRST.

Plote Construction, Northern Illinois' premier Excavating, Asphalt Paving and Concrete Contractor, is committed to conducting construction operations in the safest manner possible. With an industry leading safety record, and a robust safety program. At Plote you'll find a deep commitment and dedication to safety and team members' wellbeing.

Plote is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

Plote will only employ those who are legally authorized to work in the United States for this opening. Any offer of employment is conditioned upon the successful completion of a drug screen (as applicable).