

Job Opportunity

Email resume to: hr@probstelectric.com

Or, fax resume to: (435) 657-1956

Payroll Specialist

Job ID: UT2018-55

Job Location: Heber UT

Position Type: Payroll Clerk

Post Date: 09/25/2018

Job Posting Title

Payroll Specialist

Company

Probst Electric is one of North America's premier utility construction companies. Probst operates from a Headquarters in Utah and has completed projects all over the United States and Canada. Probst performs new build, design build, and maintenance services for both the public and private sector utilities. Probst offers construction and maintenance services in a variety of utility markets including transmission, distribution, substation, drilling, and associated electrical. Probst is an Equal Opportunity Employer and participates in E-Verify. Comprehensive benefits package including Medical, dental, vision, and 401k available.

Tasks

Process complex multi-state payroll weekly for one or more associated companies. Prepare and maintain payroll and timekeeping files, ensure accuracy and completeness of payroll records. Prepare and submit Certified Payroll reports, resolve payroll discrepancies, assist with payroll tax preparation and submittal. Prepare and submit 401k reports and payroll deduction files. Track employee changes and jurisdictions. Process and issue employee paychecks and statements of earnings and deductions. Compute wages and deductions, and enter data into computers. Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies. Compile employee time, production, and payroll data from time sheets and other records. Assist with HR generalist duties as assigned.

Preferred Qualifications

Prior payroll experience 2-5 years

Prior HR experienced preferred

Basic accounting experience

High level of accuracy and attention to detail

Knowledge

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills:

Active Listening

Reading Comprehension

Speaking

Writing

Critical Thinking

Abilities:

Oral Comprehension

Oral Expression

Speech Clarity

Written Comprehension

Written Expression

Near Vision

Deductive Reasoning

This position involves sitting, working with computers and other office equipment, bending, twisting, walking, standing, and lifting up to 20 lbs. This is indoor work in an office type environment.

Employment Type

Full-Time M-F 8 a.m.-5 p.m.

City

Heber, UT

Wage DOE