



## **IMMEDIATE JOB OPENING**

Creative Human Resources Concepts, LLC (CHRC) is currently recruiting for a temporary to direct position located in Phoenix, AZ within the construction industry.

### **Payroll Specialist**

**JOB DESCRIPTION:** This position is responsible for providing in-house payroll services in order to ensure effective, efficient and accurate payroll operations. This includes ensuring that payroll is processed in a timely and accurate manner for all employees within Federal and State guidelines. The Payroll Specialist must comply with established policies and procedures.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare in-house payroll on a weekly
- Receive and audit timesheets, input
- Prepare, verify and process paychecks and associated reports
- Process backup reports after data entry
- Interact with employees to resolve outstanding issues
- Process all local, city, state & federal taxes, child support, garnishments and liens, etc.
- Prepare certified payroll reports
- Other duties as assigned by CFO

#### **REQUIRED EDUCATION/EXPERIENCE/CERTIFICATES AND LICENSES:**

- High school diploma or GED is required.
- 2 to 5 years' work experience in processing in-house payroll within the construction industry using American Contractor or Timberline is required
- 1 to 2 years' experience with certified payroll/prevaling wages using LCPtracker is required
- Strong computer skills are required
- Strong analytical and problem solving skills and detail oriented
- Ability to prioritize, organize and perform multiple tasks with minimal supervision.
- Excellent verbal and written communication skills required.

Any job offer is contingent upon the successful completion of pre-employment drug screen and criminal background check. All qualified candidates for this position must be eligible to work in the United States.

**SHIFT/HOURS:** Mon-Fri – 8:00 a.m. to 5:00 p.m.

**PAY RATE:** \$17.00 to \$19.00/hr. – DOE

**TERM:** Temporary to Direct

Qualified applicants can forward their resume for review to **email@chrc4work.com**.

