



## **Payroll and Accounting Specialist**

Are you a detail-oriented payroll specialist who also possesses general accounting experience? Do you thrive in an agile environment where job costing, union payroll, and payroll compliance are part of your weekly responsibilities? If so, we want you on our team!

ARI aspires to build a world class team dedicated to improving the cold chain's ability to feed and sustain humanity. Our incredible growth is fueled by a dynamic team who values collaboration, innovation and delivering exceptional customer service, all while working in a fun and friendly environment.

### **Responsibilities:**

- Accurately process weekly and monthly payroll for union and non-union employees, ensuring timely and correct payments by confirming electronic timesheets for accuracy and analyzing payroll reports
- Accurately track and deduct all garnishments and other payroll deductions such as medical deductions, 401(k) deductions and union deductions per union agreement and classification
- Calculate and process payroll taxes, including federal, state, and local withholdings, and handle payroll tax filings, quarterly reports, and year end W2's.
- Maintain organized payroll records, employee earnings, deductions, and tax information, ensuring compliance with company policies and audit standards
- Utilize and maintain payroll software and systems, ensuring accurate setup and integration with time-tracking systems and job costing modules
- Assist in internal and external audits by providing required payroll data and documentation
- Respond to employee payroll inquiries, providing resolution to discrepancies or concerns regarding paychecks or deductions
- Support accounting functions such as revenue billing for both Projects and Service department, general ledger reconciliation, and other general accounting functions

### **Qualifications**

- Three to five years of payroll experience in the construction industry
- Proficient in job costing, union payroll processing and reporting, certified payroll compliance
- General accounting experience (A/R and account reconciliation)
- Knowledge of Windows and Microsoft Office products - Word, Excel, Outlook, and Teams
- Must be organized with the ability to multi-task and prioritize daily interruptions
- Strong attention to detail
- Ability to meet and work within critical deadlines
- Familiarity of construction management software