

## **Position Posting – Payroll Specialist**

Sequoyah Electric is an industry leader in the design, construction and maintenance of electrical and low voltage systems in the Puget Sound Area. We are currently seeking a Payroll Specialist to work in our Redmond, WA office location. The Payroll Specialist is responsible for handling all aspects of non-union and union payroll in a confidential environment while using an in-house automated payroll system. Providing support for employees and managers across all departments, the Payroll Specialist takes time to understand questions, provides clarity on processes, and seeks new ways to add value.

### **Position Responsibilities**

*As a member of our accounting team, the Payroll Specialist will:*

- Process weekly payroll transactions
- Process payroll taxes and produce reports for the general ledger
- Participate in yearend payroll tasks (tax rate changes, W-2's, etc.)
- Set-up new employees in Spectrum
- Perform payroll verifications and certifications as needed
- Process monthly union reports
- Work with employees and managers to resolve questions
- Maintain confidential employee files
- Update all payrates as negotiated through bargaining agreements or as approved
- Maintain all project requirements related to Affidavit of Wages Paid and Prevailing Wage
- Process certified payroll reports
- Maintain department confidentiality
- Perform additional tasks as assigned

### **Qualification Requirements**

- Bachelor's degree in Business/Accounting and 5 years of payroll experience OR 10 years of experience processing union payroll
- Certified Payroll Professional (CPP) a plus
- Construction industry experience a plus
- Knowledge of general accounting principles
- Basic understanding of job cost accounting
- Advanced data analysis skills, including strong knowledge of Microsoft Office Suite
- Professionalism in handling sensitive and confidential information
- Well-developed interpersonal and written communication skills
- Self-starter capable of working independently and as a member of a team

### **Employee Benefit Program**

- Employer Paid Medical, dental and vision for employee and dependents
- 401(k) and Roth(k) retirement plans
- Holiday, vacation, and sick leave compensation
- Employee and Dependent Life Insurance; Long-Term Disability and AD&D income protection
- AFLAC supplemental healthcare coverage and unreimbursed medical plans also available

### **How to Apply**

Email cover letter and resume to [hr@sequoyah.com](mailto:hr@sequoyah.com) with the title of the position in the subject line. Learn more at [www.sequoyah.com](http://www.sequoyah.com).

Sequoyah is an equal opportunity employer. We are a non-smoking facility and a drug and alcohol-free workplace. All new hires and employees are subject to drug testing in accordance with company policy. All employees of Sequoyah are expected to perform tasks as assigned by Sequoyah management personnel, regardless of job title or routine job duties.