



Job Description

Solid Platforms, Inc. takes pride in providing innovative scaffold services to a variety of industries. As a preeminent leader in the scaffold industry, Solid Platforms recognizes that our employees are our greatest asset. The experience, expertise and dedication of our people make Solid Platforms, Inc. what it is today. We are currently looking to add to our team, with an exciting opportunity as a Payroll Specialist.

Position Overview

Responsible for the timely and accurate processing and disbursement of weekly field payroll. Performs all payroll functions in compliance with federal, state, and local laws and regulations and established standards, practices, and procedures.

Essential Job Functions

- Reviews timesheets for accuracy and compiles data into appropriate format and imports time records into the payroll system
- Accurately enters manual time record and deduction information into the payroll system
- Processes garnishments and child support orders in accordance with applicable federal, state and local laws and department procedures
- Processes payroll, generates direct deposits and creates, prints and prepares payroll checks for distribution
- Reviews and corrects processing errors
- Accrues and posts payroll records in the payroll system
- Prepares and creates off-cycle payroll payments as needed
- Reconciles and balances payroll
- Submits positive pay and direct deposit files to the bank
- Assist with the assembly, submission, and reconciliation of tax contributions via ADP
- Implements and maintains union local fringe benefits, deductions and pay rates in the payroll system
- Monitors changes to employee status in coordination with SPI Operations
- Provide payroll accounting support for union reporting, changing posted time, balancing quarter/month-end, etc.
- Analyzes and resolves payroll processing issues
- Assists billing department and timekeepers to correct discrepancies
- Processes time entry corrections in the payroll system
- Promptly responds to payroll related requests and questions from field employees, billing, timekeepers and all levels of management
- Validates entry of new hire information, forms W-4 and direct deposit for accuracy and identifies discrepancies
- Protects confidentiality and privacy of payroll files and employee information in accordance with company policy
- Collaborates with team members to ensure the timely and accurate completion of all payroll tasks
- Performs other duties as assigned

Education and Experience

- Minimum Education Level Required: High School Diploma
- Experience: 2-5 years of professional experience with automated payroll, preferably with multistate and/or union employees

Success Factors

- Possess a strong background in proper management of garnishments/child support
- Possess excellent analytical and critical thinking skills
- Ability to resolve complex payroll processing issues
- Ability to efficiently manage multiple priorities in a fast-paced environment and adhere to time sensitive deadlines
- Ability to adapt quickly to changes in tasks and assignments
- Ability to work overtime hours as needed
- Strong working knowledge of payroll practices and labor and compliance guidelines
- Excellent interpersonal skills, including establishing effective relationships at all levels of the organization
- Advanced computer skills in MS Office (Outlook, Word, Excel) and Sage 300 Accounting software
- Excellent data entry skills
- Commitment to the team and organization's objectives while having a solid work ethic
- Detail-oriented

This position offers an excellent benefit package, including 401(K) with company contribution, plus many more benefits.

Solid Platforms, Inc. is an Equal Opportunity Employer and hire without regard to race, color, religion, sex, sexual orientation, national origin, gender identity, age, disability, military or veteran status, or other protected class.

Solid Platforms, Inc. participates in E-Verify, the federal program for electronic verification of employment eligibility.