

Sheridan Construction Corporation (SCC)

Payroll Position

This is a full-time position (40 hrs/week) located at the Sheridan Corporation office in Fairfield Maine. Candidates should be capable of processing payroll and be able to work confidentially, accurately, and timely.

Job Responsibilities:

- Maintains payroll information by collecting, calculating, and entering data into the payroll system, as well as retrieving data when necessary.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions.
- Processes weekly payroll, travel pay & accounts receivable advance checks.
- Prepares reports by compiling summaries of earnings, taxes, deductions, and PTO (Paid Time Off).
- Determines payroll liabilities such as employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Maintain construction payroll 401K eligibility, participation, and loans
- Coordinates payroll deductions to retirement administrators for 401(k) plans.
- Assist with monthly, quarterly, or year-end payroll tax reporting & forms
- Maintains confidential personnel files including setting up new hire packets and post offer physicals
- Maintain Affirmative Action Plan
- Other duties which may include but are not limited to answering phones and handling mail/deliveries

Skills and Qualifications:

- Analytical skills
- Data entry skills
- Computer skills to include Word and Excel
- Attention to detail
- Flexibility and adaptability
- Ability to work independently
- Proficient phone skills
- Confidentiality
- General math skills
- Familiarity with accounting principles
- Ability to work with others
- Communication skills
- Organizational skills

Education, Experience, & Licensing Requirements:

- High school diploma required; associate's degree preferred
- Experience working in an office setting
- Previous payroll software experience a plus