

Payroll Clerk

Please submit cover letter & resume to:
Human Resources; abbyw@wieserbrothers.com

Wieser Brothers General Contractor, Inc. is a well-recognized and highly-respected construction company in La Crescent, MN. We credit our dedicated team of employees for 20 plus years of success. We are committed to strong core values that are reinforced in everything that we do. We are currently seeking a payroll clerk. If you are interested in joining an organization that rewards individual initiative and promotes career development through life-long learning visit us at www.wieserbrothers.com.

Primary Responsibilities:

- Compile and enter timesheets into payroll software. Maintain payroll records to ensure the accuracy of payroll.
- Update payroll records by entering changes in exemptions, insurance coverage, and savings deductions.
- Prepare reports by compiling summaries of earnings, taxes, deductions, and leave disability.
- Cost accounting by posting labor and expenses to multiple jobs.
- Determine and submit payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Maintain payroll operations by following policies and procedures.
- Maintain employee confidence and protect payroll operations by keeping information confidential.
- Contribute to team effort by accomplishing related results as needed.
- Provide written and verbal correspondence with employees regarding any information that affects payroll.
- Prepare and verify certified payroll reports for correct amounts weekly.

Position Skills and Qualifications:

- Associates degree preferred with 2+ years' experience in payroll or general accounting.
- Strong time management and organizational skills with the ability to prioritize and multi-task in a fast-paced environment.
- Strong decision-making, problem-solving and creative thinking skills a must.
- Must be detail oriented with the ability to maintain a strong focus on quality, and accuracy.
- Ability to remain calm and professional when faced with tight deadlines.
- Excellent verbal and written communication skills with the ability to collaborate and communicate effectively with all levels of the organization.
- Demonstrate commitment to continuous learning.

Wieser Brothers General Contractor, Inc. Overview

Wieser Brothers General Contractor, Inc. offers competitive wages based on education and work experience. We also offer a highly competitive benefits program that includes a 401(k) plan, profit sharing, health, life, and dental insurance, short term and long term disability insurance, paid time off (PTO) and holiday pay.

Wieser Brothers General Contractor, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex, age. EOE and Drug-Free Workplace