



## PAYROLL ADMINISTRATOR

Fowler & Hammer, Inc. is hiring a Payroll Administrator. This position is responsible for the accurate and timely processing of payroll for all union and non-union employees in multiple states, including all payroll tax and accounting activities related to payroll.

This role plays a key part in supporting our employees. The Payroll Administrator serves as a primary resource for payroll-related questions and ensures employees are paid accurately, understand their pay, and have a positive experience interacting with payroll.

The ideal candidate has a background in payroll and accounting, strong attention to detail, and thrives in a fast-paced environment, while also bringing a service-first mindset to employee interactions.

### JOB RESPONSIBILITIES

- Prepare and process payroll on a weekly basis according to union agreements, labor classifications, and job specific requirements.
- Review payroll data, investigate discrepancies and make corrections as needed to ensure accuracy.
- Process payroll adjustments including garnishments, deductions, subsistence, employee directed changes, etc.
- Complete all aspects of payroll processing and reporting including calculation and remittance of state and federal taxes, social security, insurance liabilities, and employee/union benefits.
- Maintain wage rate records for union employees according to collective bargaining agreements.
- Participate in new employee onboarding as the payroll point of contact; process all new hire paperwork and payroll setup.
- Maintain and update employee records including payroll elections, certifications/qualifications and compliance documentation.
- Complete employment verifications and unemployment claims forms.
- Participate in union and payroll audits.
- Facilitate field employee technology needs and provide training and troubleshooting support.
- Complete monthly certified payroll reporting.
- Stay up to date on payroll regulations and union requirements.
- Work cross functionally to make improvements to the payroll process.

### Employee Support

- Serve as a primary point of contact for employees regarding payroll questions
- Provide clear, timely, and professional responses to employee inquiries
- Help employees understand pay, deductions, and payroll processes
- Approach all interactions with a service mentality—responsive, approachable, and solutions-oriented

\*\*Perform other duties as assigned

### QUALIFICATIONS

- Associate or bachelor's degree in accounting, finance, business administration or related field
- 2+ years of payroll experience (union experience preferred)
- Knowledge of federal, local and state payroll laws and regulations
- Experience in commercial construction and/or Sage accounting software preferred
- Proficiency in Microsoft Office (Outlook, Excel) and ability to learn new systems

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**CORE COMPETENCIES**

- Exercises a high level of confidentiality, discretion, and professionalism.
- High level of accuracy and attention to detail
- Strong service mindset with a focus on supporting employees
- Strong organizational and prioritization skills
- Excellent written and verbal communication skills
- Professional, approachable, and responsive
- Ability to meet deadlines in a fast-paced environment
- Positive, problem-solving attitude
- Self-motivated and able to work both independently and as part of a team

Benefits include competitive pay, employer sponsored 401K, vacation/sick pay, health, dental and life insurance.

For more details related to the job duties, please contact Nicole Mydy at 608-782-6849 or [nmydy@fowlerhammer.com](mailto:nmydy@fowlerhammer.com).

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