



Payroll Accountant

Monterey Mechanical:

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$65 million with approximately 70% construction, 20% HVAC and metal fabrication and 10% industrial maintenance.

With more than 75 years of continuous service, we are passionate about providing our employees opportunity for career advancement and a great place to work. We are family-orientated and highly value the expertise and experience of our team.

We offer:

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary
- Comprehensive benefits package, including medical/dental/vision insurance (95% employer paid for employee), paid time off, commuter benefits, and many more perks.
- Full retirement package: 401(k), Employee Stock Ownership Program (ESOP), and profit sharing

Position Summary:

Supervised by CFO, coordinates and manages principle activities related to recording, calculating, maintaining, and preparing payroll, benefit reports and tax returns, as well reconciling G/L accounts by performing the following duties personally and through a subordinate staff.

Responsibilities:

- Oversees weekly payroll operation for 100-200 employees; approves preparation of paychecks.
- Prints reports, calculates, and transfers funds related to weekly payroll direct deposits.
- Supervises payroll assistant in recording of hours of work, processing of time records, compiling statistics, control records, calculating payrolls, and preparing paychecks.
- Coordinates weekly labor reports with appropriate division and job site managers.
- Prints reports for fabrication and general engineering division managers related to weekly labor costs, employee information, and closing cost reports.
- Verifies billing of health, dental, LTD, vision, and life insurance; as well as enrollment of new hires and credits for terminated employees.

- Prints weekly reports for garnishments, submittals of payment to appropriate agencies (i.e., State, Federal, DMV) and payments withheld for loans (personnel, profit sharing).
- Maintains union and non-union employee information for company and union purposes.
- Prints reports for unions; requests payment of fringes and benefits to unions within specified timelines.
- Calculates State and Federal payroll taxes twice a week.
- Manages information and record-keeping of profit sharing, including loans, and 401K plans; transfers funds withheld to appropriate accounts for 401K on a weekly basis.
- Prints quarterly and end-of-the-year reports for State and Federal taxes, profit sharing, and bonus purposes.
- Reconciling General Ledger accounts
- Performs other duties as assigned.

Qualifications:

- Requires an Associate's Degree (A.A.) or its equivalent from a two-year college or technical school and five years progressive construction accounting experience and/or training; or equivalent combination of education and experience.
- Knowledge and at least one year's experience with payroll software such as Timberline.
- Ability to coordinate and manage practices of employment related to payroll; to understand the laws related to employment, unions, and company policies; and to oversee a cost control data system.
- Ability to accurately enter, update, record, and print cost and summary employee and payroll information from a computerized database.
- Ability to work in a cooperative and supportive way with supervisors, co-workers, managers, and other employees.

Physical Requirements:

The work environment characteristics described below are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to exert 50 pounds of force or more frequently, and to lift, carry, push or otherwise move objects.
- Work involves sitting, standing, walking, kneeling, bending, and climbing for varied amounts of time.

Equal Opportunity Employer, M/F/D/DV

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.