



## CONFIDENTIAL CLIENT

### Payroll Administrator

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#### POSITION SPECIFICATIONS

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Our client is a 100% employee-owned (ESOP) Kansas City-based general contractor redefining what it means to build.

#### POSITION

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Reporting to the Managing Director of Finance and Administration, the **Payroll Administrator** is responsible for end-to-end payroll processing and related administrative support, ensuring accurate, timely, and compliant payroll operations. This role partners closely with Finance and Human Resources to support employees, leadership, and external stakeholders while maintaining strict confidentiality. A high level of attention to detail, critical thinking, and understanding of downstream impacts is essential to success.

#### Essential Job Functions

##### *Payroll Processing & Administration*

- Enter, maintain, and audit payroll data including hourly rates, salaries, bonuses, per diem, time worked, paid leave, deductions, and employee changes.
- Ensure timely and accurate processing of all payroll transactions including wages, benefits, garnishments, taxes, and other deductions.
- Prepare and maintain detailed payroll records, reports, and supporting documentation.
- Prepare and file quarterly payroll tax returns (941) and annual filings (W-2, W-3).
- Process Verification of Employment (VOE) requests.
- Maintain organized payroll and personnel-related records and support document management processes.

*Certified Payroll & Compliance*

- Lead certified payroll processes, ensuring full compliance with prevailing wage requirements.
- Track and verify prevailing wage rates and ensure accurate application across projects.
- Prepare and submit certified payroll reports in accordance with federal, state, and project requirements.
- Support and maintain accurate MBE/WBE reporting related to payroll.
- Ensure compliance with all federal, state, and local payroll laws and wage and hour regulations.

*Reconciliation, Analysis & Job Costing*

- Reconcile payroll transactions to the general ledger and investigate discrepancies through root-cause analysis.
- Accurately allocate and post labor costs to appropriate jobs/projects based on timesheets and job costing structures.
- Analyze payroll data to identify errors, inconsistencies, and trends.
- Proactively resolve discrepancies with a clear understanding of downstream impacts to accounting, job costing, and operations.
- Apply knowledge of construction industry payroll practices and job costing principles to ensure accuracy.

*Support of Finance & Human Resources*

- Partner with Finance to ensure accurate labor costing, job cost allocations, and alignment between payroll and financial reporting.
- Support month-end and year-end close processes by providing payroll data, reconciliations, and analysis.
- Collaborate with HR on employee data changes, benefits deductions, and payroll-related employee matters.
- Assist in improving processes and internal controls that impact payroll accuracy and reporting.
- Serve as a resource to employees and leaders regarding payroll inquiries, ensuring clear, timely, and professional communication.

**EDUCATION AND EXPERIENCE**

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- High school diploma or equivalent.
- 3-5 years of experience in Payroll, Accounting, or Human Resources.
- Experience in the construction industry or a related field preferred.
- Intermediate knowledge of Microsoft Excel.

## SKILLS & CHARACTERISTICS

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- Strong attention to detail with a high degree of accuracy.
- Investigative mindset with the ability to identify, analyze, and resolve discrepancies.
- Solid understanding of payroll processes, including taxes, compliance, and internal controls.
- Knowledge of construction industry payroll practices, including job costing and labor allocations.
- Strong understanding of how payroll impacts financial reporting and related business functions.
- Working knowledge of GAAP and financial data relationships.
- Excellent organizational and time management skills with the ability to meet deadlines.
- Excellent communication skills with the ability to build relationships across departments and levels of the organization.
- Ability to clearly explain payroll concepts and resolve issues with employees and leadership.
- High level of integrity and ability to maintain strict confidentiality.
- Proficiency with or ability to quickly learn payroll systems and related technologies.
- Demonstrates initiative, accountability, and the ability to work independently.
- Maintains professionalism and composure in complex or sensitive situations.

## LOCATION

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Geographically, this position will be located in Kansas City, Missouri.

Named one of the “Top 50 Best Places for Business and Careers” by *Forbes*, Kansas City offers a vibrant community of professionals working in areas of entrepreneurship, innovation, and technology. The region has achieved numerous [national accolades](#) for high rankings in affordability, raising a family, the redeveloped downtown, technology, charitable giving, museums, sports facilities and culinary accomplishments.



Kansas City is home to many cultural opportunities and offers many state of the art facilities to house these world class performances. The nationally recognized [Nelson-Atkins Museum of Art](#) and the [Kauffman Center for the Performing Arts](#) are two examples with the “Kauffman” recently named one of the 15 most spectacular concert halls in the world - one of only two US sites listed in the publication.

Kansas City has four major league athletic teams (all of which play in remodeled or new stadium facilities) and an expanding and vibrant urban center.



## APPLICATION PROCESS

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CBIZ Talent Solutions, a search firm, is assisting our client with this important search. All calls and inquiries should be made through the search firm. Nominations and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

## NON-DISCRIMINATION

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Our client and CBIZ Talent Solutions firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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