



Job Announcement

Certified Payroll Compliance Specialist

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Huwa Enterprises is a nationally renowned land reclamation and restoration company that has successfully reclaimed over 3.1 million acres of land across 44 states in the US. We use innovative approaches based in science and environmentally sound practices in our work, and we continue to innovate as we partner with clients in specialty areas such as land reclamation, renewable energy, civil infrastructure, and natural disaster recovery, all using the most advanced tools in science and technology to do so.

Position: Certified Payroll Compliance Specialist

Reports to: Payroll Manager

Position Overview

We are seeking a highly detail-oriented Certified Payroll Compliance Specialist who combines strong payroll processing experience with a deep understanding of prevailing wage and certified payroll compliance. This position requires more than simply reviewing forms. The ideal candidate is a resourceful problem-solver who can think outside the box, research requirements, identify solutions, and navigate the unique compliance challenges that arise from project to project.

Because each project, state, locality, funding source, and governing agency can have its own requirements, this person must be comfortable working through situations where there is not always a simple or obvious answer. They should know how to identify the applicable requirements, research the governing rules, communicate with the appropriate parties, and develop a practical solution while maintaining compliance.

The successful candidate will work closely with the Compliance Manager, Payroll, Operations, HR, and Accounting, and subcontractors to ensure accurate payroll processing and project-wide compliance.

Key Responsibilities

- Collect, review, reconcile, and approve certified payroll reports to ensure project-wide compliance.
- Maintain strong working knowledge of the Davis-Bacon Act, prevailing wage requirements, and union/non-union fringe benefit structures, with particular emphasis on Inflation Reduction Act (IRA) prevailing wage and apprenticeship requirements.
- Review WH-347 forms and electronic certified payroll equivalents for accuracy and completeness.
- Verify that every worker's reported hours correspond to the correct job classification and applicable wage determination.
- Calculate and validate base wages, overtime rates, and fringe benefit requirements.
- Review the proper treatment of cash and non-cash fringe benefits in certified payroll.
- Validate apprentice registration documentation and monitor apprentice-to-journeyman ratios according to applicable federal, state, local, and project-specific requirements.
- Maintain audit-ready documentation supporting worker classifications, wage rates, apprenticeship participation, fringe benefits, and prevailing wage compliance.
- Support documentation requirements related to IRA/PWA tax credit substantiation.

- Identify discrepancies involving hours, pay rates, classifications, deductions, overtime, or fringe benefits and work with the appropriate parties to resolve them.
- Ensure payroll and certified payroll records accurately reflect the work performed and compensation paid.
- Work with Accounting and HR to resolve payroll-related discrepancies and maintain accurate employee and project records.
- Utilize certified payroll and labor-tracking platforms such as LCPTracker, Dili, Procore, PwC, Reunion, or comparable systems.
- Maintain organized, project-level documentation that can withstand regulatory audits.
- Coordinate with field supervisors and subcontractors to obtain missing information and correct inaccurate submissions.
- Support state and federal labor compliance audits and respond to documentation requests.
- Maintain confidentiality and exercise sound judgment when handling payroll and employee information.

Skills and Abilities

- Hands-on payroll processing experience with a strong understanding of payroll calculations and payroll administration.
- Experience with certified payroll, prevailing wage compliance, labor compliance, payroll auditing, or construction payroll.
- Strong knowledge of the Davis-Bacon Act and prevailing wage requirements.
- Familiarity with IRA prevailing wage and apprenticeship requirements.
- Experience reviewing WH-347 certified payroll reports or electronic equivalents.
- Understanding of union and non-union fringe benefits and their treatment within prevailing wage payroll.
- Experience validating worker classifications and wage rates against government wage determinations.
- Familiarity with apprenticeship registration requirements and apprentice-to-journeyman ratios.
- Experience using payroll, timekeeping, certified payroll, or labor compliance software.
- Strong ability to reconcile hours, classifications, wages, overtime, deductions, fringe benefits, gross pay, and net pay.
- Exceptional attention to detail and accuracy.
- Strong organizational, analytical, and documentation skills.

Education and Experience

- Associate or Bachelor's degree in Accounting, Business Administration, or related field preferred. Equivalent professional experience may substitute for education.
- 3 years experience processing in-house payroll is required; experience managing payroll through a third-party payroll provider alone does not meet the requirements of this position.
- Construction industry payroll experience strongly preferred.
- Experience with union payroll, prevailing wages, and certified payroll reporting required.
- Experience with Viewpoint Spectrum or similar construction payroll software preferred.
- Proficiency in Microsoft Excel, Outlook, and Adobe Acrobat required.
- Strong understanding of payroll processing, wage and hour requirements, payroll taxes, deductions, reconciliations, and payroll controls.

Work Conditions

- Full-time, non-exempt position.
- Weekly payroll processing is performed in-house.
- Typical schedule is Monday–Friday, between 8:00 a.m. and 5:00 p.m. with occasional work outside of typical business hours to meet payroll deadlines or business needs.
- Must pass pre-employment drug and alcohol screening.
- Primarily office-based role requiring frequent sitting, standing, and use of computers and standard office equipment.

Salary and Benefits:

- Anticipated Hiring Salary Range: \$75,000 - \$95,000 annually; may be negotiable depending on background, skills and experience, and demonstrated leadership in previous roles.
- Benefits: Huwa Enterprises offers a comprehensive benefit package which includes a wide array of valuable benefit options for health, dental, vision, and life in addition to many optional benefits including such things as accident, hospital indemnity, EAP (employee assistance program), legal, pet insurance and others.

To Apply:

Please submit a detailed resume and a cover letter addressing the position requirements, along with three (3) professional references, which should include current or former supervisors to: HR@HuwaEnterprises.com.

This position will remain open until it is filled, and reviews of qualified applicants will begin immediately upon receipt.

You may contact Human Resources with any questions by e-mailing HR@HuwaEnterprises.com.

Notice to All Applicants:

- 1) Proof of eligibility to work is required to be produced within three (3) days of hire; 2) Direct Deposit is a condition of employment; 3) Applicants may be required to complete a successful background check prior to employment, including but not limited to drug screening and MVR, depending upon the duties of the position; 4) Requests for ADA reasonable accommodation in the application process can be requested by contacting HR@HuwaEnterprises.com.

Huwa Enterprises is an Equal Opportunity Employer:

It is the Company's policy to provide equal employment opportunities for all applicants and employees. The company prohibits all forms of discrimination and harassment including those that violate federal and state law. The company does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, marital status, gender identity, or sexual orientation in its employment practices and activities. To report any concerns or complaints, you may contact Human Resources at HR@HuwaEnterprises.com.