



Job Announcement

Payroll Specialist

Posted 9/25/26

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: Payroll Specialist

Reports to: Payroll Manager

Position Overview

The Payroll Specialist is responsible for processing in-house, weekly payroll for 500+ employees across multiple entities. This is a hands-on payroll processing role responsible for ensuring employees are paid accurately and on time while maintaining compliance with federal and state regulations, union requirements, certified payroll requirements, and company policies.

The Payroll Specialist works within a three-day weekly payroll processing cycle, with the remaining two days focused on state and federal taxes, reconciliations, payroll reporting, employee support, and other payroll-related responsibilities. This position handles highly sensitive employee and payroll information and requires a high level of accuracy, organization, accountability, and confidentiality. The Payroll Specialist works closely with Payroll, HR, Operations, Safety, and Accounting to resolve issues and maintain accurate payroll records.

Key Responsibilities

- Process weekly in-house payroll for 500+ employees across multiple entities, ensuring payroll is accurate, complete, and processed within established deadlines.
- Manage the weekly payroll process from timecard collection through final payroll processing, including regular wages, overtime, bonuses, deductions, benefits, and other pay adjustments.
- Collect, review, and verify timecards from multiple timekeeping systems for completeness, accuracy, and compliance with applicable wage and hour requirements.
- Review employee pay rates, job classifications, deductions, direct deposits, tax elections, and other payroll information for accuracy.
- Verify attendance, leave, overtime, pay adjustments, and other payroll inputs and research discrepancies before payroll is finalized.
- Prepare manual checks and other off-cycle payments as needed, including payments related to employee terminations.
- Balance payroll and perform necessary reconciliations to identify and resolve discrepancies before payroll is finalized.

- Meet strict weekly payroll deadlines and communicate promptly when information or approvals are missing or require correction.

Skills and Abilities

- Strong attention to detail with a high standard for payroll accuracy.
- Demonstrated ability to manage high-volume, weekly in-house payroll with multiple entities and competing deadlines.
- Strong organizational, analytical, and problem-solving skills.
- Ability to work effectively within a three-day weekly payroll processing deadline while managing additional responsibilities throughout the remainder of the week.
- Strong understanding of payroll procedures, balancing, reconciliations, internal controls, and basic payroll tax principles.
- Knowledge of union payroll, prevailing wages, certified payroll, and related reporting requirements.
- Excellent written and verbal communication skills.
- Ability to work effectively with employees and departments across the organization.
- Strong sense of accountability and ownership for assigned payroll responsibilities.
- High level of integrity and sound judgment when handling confidential payroll and employee information.
- Ability to identify discrepancies, research the underlying issue, and follow through to resolution.
- Commitment to continuous learning and professional development.

Education and Experience

- Associate or Bachelor's degree in Accounting, Business Administration, or related field preferred. Equivalent professional payroll experience may substitute for education.
- Minimum 3 years of hands-on payroll processing experience required.
- 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.
- Experience processing payroll for 500+ employees and/or multiple entities preferred.
- Construction industry payroll experience strongly preferred.
- Experience with union payroll, prevailing wages, and certified payroll reporting preferred.
- 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 - \$85,000 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.