

Payroll/Accounting Assistant **CHARGE**

For a utility design-build construction company
In Benicia, California

Job Description

If you are looking to expand on your existing payroll experience with a company where you have a path for growth, this opportunity could be the perfect fit.

A successful **Payroll / Accounting Assistant** is an extrovert that has a passion for helping others. You can independently problem solve, consistently meets timelines, and deliver quality service.

Responsibilities

As our **Payroll / Accounting Assistant**, you will be responsible for answering all employee questions and inquiries regarding paychecks, paid time off, vacation, and more that come into question while supporting our payroll department. This is a role that has a strong focus on assisting employees.

- Interface with employees to resolve questions regarding payroll and timecards.
- Monitor and maintain system-generated accruals for vacation and sick time to ensure time accuracy.
- Respond to all employee phone calls, voicemails, and emails regarding any questions or potential concerns.
- Flexibility and willingness to assist other departments as needed (i.e. accounting)

Qualifications

- Self-sufficient, persistent, and strong follow-up skills – you will need to meet tight deadlines and manage many moving parts!
- Enjoys providing customer service and is friendly to work with both field personnel and in-office team
- Desire for a long-term role with the company, with opportunities to grow!

Desired Background

- Prior experience working in a construction company environment
- Ability to navigate Excel spreadsheets
- Bilingual – Spanish highly preferred
- Experience working with Foundation accounting software
- Experience working with HCSS construction software

Ready to Apply?

Please send your resume to Brianna Newton at careers@chargeEPC.com