



Payroll Accountant

Location: Springfield, IL

Salary \$60,000 to \$80,000

Reports To: Accounting Manager

FLSA Status: Exempt

At O'Shea Builders, our passion for building comes from within. Whether it's constructing spaces perfectly suited for healing, teaching, or serving customers, we are driven to help our clients thrive. But that only happens because we are committed first to building an extraordinary team of talented people. Working at O'Shea means that you are part of a highly skilled team that is deeply committed to professional excellence, client service, and a whole lot of fun. If you are driven to create exceptional experiences, we have a fantastic opportunity for you.

As a Payroll Accountant, you will be responsible for ensuring the accurate administration, reconciliation, reporting, and compliance of payroll-related financial activities. This position works closely with Accounting, project teams, external agencies, union organizations, and payroll service providers and is responsible for payroll tax administration, union payroll compliance, payroll accounting, reporting, and regulatory filings. The successful Payroll Accountant is highly organized, detail-oriented, and possesses a strong understanding of payroll accounting principles, payroll taxes, union reporting requirements, and regulatory compliance.

Responsibilities

Payroll Accounting & Reconciliation

- Perform payroll general ledger reconciliations and investigate discrepancies.
- Reconcile payroll liabilities and payroll-related balance sheet accounts.
- Assist with month-end and year-end payroll accounting activities.
- Collaborate within Accounting and People Ops to ensure transactions are accurately recorded and reported.

Payroll Tax Administration

- Prepare and remit payroll tax payments, returns and related reports.
- Coordinate payroll tax compliance activities and maintain documentation; research and resolve discrepancies.
- Manage monthly State Unemployment Tax (SUTA) reporting and reconciliation.
- Support annual W-2 reconciliation and distribution activities.

Union Payroll Administration

- Establish and maintain union payroll setups, classifications, rates, and deductions.
- Prepare and submit union reports in accordance with collective bargaining agreements.
- Maintain compliance with union reporting, remittance and audit requirements.
- Research and resolve union payroll discrepancies and reporting issues.

Compliance & Reporting

- Administer monthly OCIP and other required compliance reporting and requirements.
- Process wage garnishments, child support orders, and other court-ordered deductions.
- Ensure compliance with federal, state, local, and union payroll regulations.
- Maintain confidential payroll records and documentation.

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Payroll Systems & Administration

- Serve as payroll backup to ensure continuity of payroll operations.
- Perform annual pay period setup and payroll calendar maintenance.
- Implement annual COLA and May 1 wage and rate updates.
- Administer payroll-related platforms and programs, including CTS and Motus.

Additional Responsibilities

- Support accounting and payroll special projects.
- Develop and maintain payroll procedures and documentation.
- Perform other duties and special projects as assigned.

Skills

- Strong knowledge of payroll accounting principles and payroll tax regulations.
- Exceptional attention to detail and commitment to accuracy.
- Strong analytical, reconciliation, and problem-solving skills.
- Ability to manage multiple deadlines and reporting requirements.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Ability to handle confidential information with discretion and professionalism.
- Proficiency in Microsoft Excel and payroll/accounting software systems.
- Experience working with CMiC ERP or similar payroll/accounting systems preferred.
- Consistent, competent, compassionate and accountable.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or related field, or an equivalent combination of education and experience.
- Three or more years of payroll administration, payroll accounting, or payroll tax experience.
- Experience with payroll tax filings, reconciliations, and compliance reporting.
- Experience administering union payroll and union reporting requirements preferred.
- Construction industry payroll experience preferred.
- Knowledge of federal, state, and local payroll tax regulations.
- Experience working with payroll and accounting software systems.
- Certified Payroll Professional (CPP) designation preferred but not required.

What You'll Get

- **A Lively Culture:** A team environment, company events, community involvement and more.
- **Wellness and Benefits:** Access to our well-equipped fitness center and on-site personal trainer, Medical, Dental & Vision Insurance, Short-term & Long-term disability, 401k and profit sharing.
- **Encouraging Environment:** Meaningful work where you'll grow and learn in a supportive atmosphere.
- **Salary & bonus eligibility:** Competitive wage. We attract the best and we pay them well.

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Working Conditions

This position involves working at a computer up to 8 hours per day: Keyboarding, repetitive motions, talking, hearing, seeing. Able to adjust vision to bring objects into focus. Walking, as well as occasional lifting, carrying, reaching, hand/eye/foot coordination is required. This is an in-office position that operates during core business hours of 8:00-4:30pm Monday-Friday.

O'Shea Builders is an Equal Opportunity Employer. We provide equal employment opportunities to all employees and applicants and provide reasonable accommodations to qualified individuals with disabilities as required by law.

Interested? Send your resume to our People Operations Department at careers@osheabuilders.com or apply online via Indeed.

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