



TWEET/GAROT MECHANICAL, INC.

HR and Payroll Coordinator

Reports To: Director of Human Resources

Position Summary:

The Payroll and HR Coordinator will process weekly payroll and additional payroll related functions. This role provides administrative support to the human resource function as needed, including record-keeping, file maintenance and employee entry. Point of contact for team member inquiries related to benefits, payroll, and time entry.

Duties and Responsibilities:

- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Ensures proper processing of payroll deductions for taxes, benefits, charitable contributions, and other deductions.
- Reconciles payroll to the general ledger and monthly bank statements.
- Issues, or reissues, physical or replacement checks or direct deposits due to payroll errors or final discharge.
- Records and processes federal and state payroll tax deposits.
- Performs other duties as assigned.
- Implements, maintains, and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Handles inquiries pertaining to payroll.
- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
- Submits online investigation requests and assists with new-employee background checks.
- Assists with recruitment and interview process. Tracks status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
- Schedules meetings and interviews as requested by the director of HR.
- Files documents into appropriate employee files.
- Prepares new-employee files.
- Performs other related duties as assigned.

Minimum Knowledge, Experience & Skills Requirements:

- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll software.
- High school diploma or equivalent required.
- Two years of experience in accounting or bookkeeping with at least six months of experience in payroll preferred.
- Union payroll experience preferred.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

About Tweet/Garot

Tweet/Garot Mechanical, Inc. is a mechanical contracting company with offices in De Pere and Wisconsin Rapids, Wisconsin. Tweet/Garot has been in business since 1897. Our business involves the design, engineering, fabrication and installation of plumbing, heating, air conditioning systems, and process and boiler piping, as well as building automation services. We also design, manufacture, and install food processing equipment. We service what we install by providing our customers with a full range of HVAC and plumbing service and maintenance.

Our Culture

We know our success is our people! We want you to love what you do, at Tweet/Garot our employees matter. Joining our team is your opportunity to be your personal best.

Excellent benefits

We offer employees meaningful benefits including health insurance plans, 401(k), company-sponsored life insurance, a generous paid-time-off package, on-the-job training, and opportunities to grow and develop.