



Titan Electric began in Chicago, IL in 2006. Presently, Titan Electric Companies has developed into a network of (5) offices. Current locations include Atlanta (GA), Chicago (IL), Dallas (TX), Orlando (FL) and the Company Headquarters resides in Tampa (FL). We are fortunate to have found, in these other locales, leaders that share our core values, and have led the growth into these various markets with expertise in new construction, tenant build/interiors, mission critical, service, low voltage and design build services. We have extensive relationships with owners, general contractors, brokers, developers and property managers. We strengthen these relationships by providing quality work that exceeds our customer's requirements and expectations.

Job Title: Payroll and Benefits Administrator

Job Summary:

Assist Payroll and Benefits Administrator with processing weekly payroll for employees in Georgia, Texas, and Florida. Ensure accurate processing and recording of company's payroll. Resolve payroll issues and respond to queries and requests in a timely manner.

Duties/Responsibilities:

- Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile payroll prior to transmission and validate confirmed reports.
- Understand proper state and federal taxation laws.
- Process correct garnishment calculations and compliance.
- Reconciling time to the job cost time cards.
- Processing of time off requests.
- Assist in processing of accurate and timely year-end reporting (W-2, 941, 1095, 1099).
- Develop ad hoc financial and operational reporting as needed.
- Maintain and update employee payroll records and benefits files.
- Resolve payroll issues and respond to queries and requests in a timely manner.
- Maintain and create records, reports, and documentation in accordance with federal, state, and provider regulations.
- Other duties as assigned.

Qualifications

- 1 - 3 years' experience processing payroll is required
- 1 – 3 years' accounting experience is required
- Working knowledge of payroll best practices and federal and state regulations.
- Working knowledge of Microsoft Office including Word, Excel, and Outlook.
- Strong attention to detail and analytical abilities.
- Ability to deal with sensitive and confidential material.
- Strong verbal and written communication skills.
- Ability to communicate with various levels of management.
- Must have good organizational, multi-tasking, and prioritizing skills.

Titan Electric is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Titan Electric makes hiring decisions based solely on qualifications, merit, and business needs at the time.