



Human Resources & Accounting Specialist

Western Slope Iron & Supply

Western Slope Iron & Supply is seeking a highly motivated and detail-oriented Human Resources & Accounting Specialist to join our team. This role is ideal for a professional eager to develop expertise across both HR and financial operations within a vibrant, growth-oriented organization. The successful candidate will thrive in a collaborative environment and possess a strong understanding of the unique dynamics within the construction industry.

Key Responsibilities

Human Resources & Compliance

- **Regulatory Compliance:** Ensure full compliance with all federal, state, and local employment regulations, including the management of quarterly and annual filings.
- **Documentation:** Maintain accurate, confidential employee records and update the employee handbook to reflect evolving legal and company policies.
- **Compensation & Benefits:** Administer payroll processing, health insurance benefits, and retirement plans (401k & Profit Sharing). Manage vacation and sick time tracking, as well as measurable bonus and incentive programs.
- **Safety & Risk:** Establish and maintain safety guidelines and compliance programs; oversee and report Workers' Compensation claims.

Accounting & Financial Operations

- **General Accounting:** Prepare and post journal entries, reconcile balance sheet and subsidiary ledger accounts, and prepare standard financial reports for our external accounting firm.
- **Accounts Payable:** Manage invoice processing, maintain accurate vendor records, and perform expense reporting.
- **Job Costing:** Assist in precise job costing to support operational accuracy.



LANDMARK STAFFING

Qualifications

- Experience: 5+ years of professional experience in Human Resources, Accounting, or Business.
 - Knowledge: Comprehensive understanding of federal, state, and local employment laws.
 - Skills: Ability to operate independently while collaborating effectively with office staff; excellent communication and interpersonal skills.
 - Proficiency: Strong organizational skills with the ability to manage multiple priorities and maintain high attention to detail in data entry and analysis.
 - Preferences: Experience in the construction industry and a Bachelor's or Master's degree in HR or Accounting are highly preferred.
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Compensation & Benefits

- Salary: \$57,000 – \$60,000 annually (commensurate with experience).
- Health & Wellness: Comprehensive Health, Dental, and Vision insurance plans.
- Financial Future: 401k and Profit Sharing opportunities.
- Time Off: Paid vacation and sick leave.