



## Human Resources Assistant

Founded in 2006, Comfort Systems of Virginia, Inc. began with a goal to provide high quality contracting services to customers in Virginia and North Carolina. We are a Class A General Contractor specializing in HVAC, Plumbing, Piping and Sheet Metal services. Since our incorporation, Comfort Systems has made a commitment to constantly improve our capabilities by applying our industry-leading skills to all projects, making us a benchmark for quality and professionalism in our industry.

Comfort Systems of Virginia is one of the fastest growing mechanical groups in this area. We are looking for a full-time **Human Resources Assistant** to assist in managing this growth.

### Primary Role

The successor of this role is responsible for supporting the Human Resources Manager with payroll and HR related duties. The HR Assistants' primary role is to collect time information, prepare weekly payrolls, incorporating a variety of deductions into a periodic payroll, and issuing pay and pay-related information to employees and the appropriate members of management. Additionally, the HR Assistant will assist with all other HR duties and responsibilities.

### Essential Duties and Responsibilities

- Prepare Weekly Non-Union Payrolls for hourly and salaried employees ensuring all deadlines are met.
- Updates payroll records by entering changes in exemptions, insurance coverage, all other deductions, pay changes and job title and department transfers.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests from managers, supervisors and employees.
- Maintain payroll operations by following policies and procedures; reporting needed changes.
- Remittance of weekly garnishments, 401K contributions, child support payments, H.S.A payments and other employee-related payments.
- Maintain employee confidence and protect payroll operations by keeping information confidential.
- Certified payroll preparation and submission for our company.
- Manage, verify accuracy of and submit subcontractors certified payroll
- Distribution of uniforms, maintaining uniform inventory and making uniform purchases from suppliers.
- Maintain electronic filing of payroll records and other HR/ employee related records.
- Track Vacation and PTO changes
- Preparing and submitting security badge requests as well as maintaining records of which employees are badged for what jobs.
- Monitor time off requests and update time off calendar regularly.
- Maintain attendance records ensuring that all absences are documented accordingly in computer ease.
- Provide other assistance such as answering phones, or preparing mail
- Other duties as assigned

## **Knowledge & Skills**

- Knowledge of Computer Ease accounting software
- Knowledge of Kronos HRIS software
- Strong knowledge of Microsoft Office and the ability to utilize said
- Strong knowledge of Prevailing Wage and the Davis Bacon Act a must
- Ability to work cooperatively with others
- Time management skills/ Ability to meet deadlines
- Excellent analytical and problem-solving skills
- Data Entry skills
- Be able to demonstrate attention to details and good records-keeping
- Ability to retain large amounts of information
- Able to maintain confidentiality
- Complete all work assigned thoroughly
- General math skills
- Strong organizational skills and ability to prioritize workload to meet tight deadlines in a fast-paced work environment
- Knowledge and ability to use applicable information technology and systems to meet work needs
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues
- Ability to multitask under pressure

## **Education & Experience**

- High School Diploma
- Minimum of 3 years' experience in payroll specifically in the construction industry
- Minimum of 1-year experience with certified payroll and the Davis Bacon Act Requirements
- Previous experience handling security badging

## **Employment Requirements**

- Ability to pass drug screening(s)
- Ability to pass background check
- Ability to prove U.S. employment eligibility and provide required documentation for same.
- Able to work extended hours when necessary, including weekends
- Must have reliable transportation
- Must have neat and professional appearance

## **Teamwork**

- Demonstrate and promote a spirit of cooperation and teamwork throughout the Company.
- Provide backup support for other team members.
- Continually look for ways to improve our processes and ability to serve our customers effectively.
- Improve your personal performance on a continual basis.
- Mentor unselfishly
- Be receptive to new ideas, regardless of their origin

## **Physical Requirements**

- Must be able to work at computer/desk for extended periods of time
- Must be able to have repetitive wrist/hand/finger movement to work on computer/ or related office equipment
- Ability to work long hours/extended hours
- Ability to communicate verbally and in writing so others will understand

**Safety Requirements**

- Use safe work practices and promote safe practices.
- Utilize proper PPE equipment and ensure others do the same
- Comply with all safety requirements set forth by Comfort Systems and OSHA

Comfort Systems offers a highly competitive employment package. In addition to a competitive wage, we offer health and dental insurance, employer paid life insurance, 401(k), paid time off, holiday pay, training, apprenticeship programs, and advancement opportunities. A drug screening and background check will be performed. Comfort Systems of Virginia, Inc. is an equal opportunity employer. If you would like to find out more about our company and our team, please visit our website at [www.comfortsystemsva.com](http://www.comfortsystemsva.com).