



Human Resources Administrator

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 Administrator** to assist in managing this growth.

Primary Role

The primary role of the Human Resources Administrator will be to perform payroll, administrative tasks, and service to support effective and efficient operations of the organization's human resources department.

Essential Duties and Responsibilities

- Weekly Payroll
 - Check Time Entries for Accuracy
 - Import Time Records from Field Ease
 - Handling direct deposit requests and records
 - Obtain final approval to process payroll
 - Upload NACHA files (electronic funds transfer)
 - Making adjustments in pay for raises, bonuses and commission
 - Prepare payroll checks
 - Perform daily payroll department operations
 - Manage workflow to ensure all payroll transactions are processed accurately and timely
 - Fix payroll processing errors
 - Reconcile payroll prior to submission and validate reports
 - Maintain accurate and clear attendance records
 - Process correct garnishment calculations and compliance
 - Process other payroll related deductions through payroll and maintain corresponding documentation
 - Execute electronic payroll and attendance reporting into accounting system
 - Prepares and reviews certified payroll reports weekly and distributes accordingly.
- MUST have a strong knowledge of Davis Bacon and related Acts.
- Monthly Payroll – (monthly allowances)
- Prepare bonuses as directed
- Handles payroll related payments such as 401K, Health Savings Account, Child Support etc.
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Maintains the integrity and confidentiality of human resource and payroll files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.

- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts new hire orientation.
- Conducts or acquires background checks and employee eligibility verifications.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
- Reconciles benefits statements.
- Conducts audits of payroll, benefits or other HR programs and recommends corrective action.
- Aids with processing of terminations. Conduct exit interviews and recommend corrective action if necessary.
- Maintain EEO Logs
- Regulatory compliance and reporting
- Assists with the preparation of the performance review process.
- 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 HR Manager.
- Programs and issues phones and tablets to employees.
- Uniform ordering, issuance, and inventory control
- Other duties as assigned

Supervisory Responsibilities

- May oversee the scheduling, assignments, and daily workflow of subordinate staff in the department.
- May assist with constructive and timely performance evaluations.
- May oversee and approve payroll run by other HR personnel.

Knowledge & Skills

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS) (preferably Kronos Workforce Ready), and similar computer applications.
- Proficient with time keeping programs such as Field Ease or similar programs

Education & Experience

- Bachelor's degree in human resources or related field and/or equivalent experience
- At least 3-5 years related experience required – preferably in construction industry
- Experience and proven working knowledge of certified payrolls, submission requirements and the Davis Bacon and related acts.

Employment Requirements

- Ability to pass drug screening(s)
- Ability to pass background check, obtain security clearance and work on jobsites where minor children are present.
- Ability to prove U.S. employment eligibility and provide required documentation for same.
- Willing to travel as required.
- Able to work extended hours, when necessary, nights and weekends.
- Must have reliable transportation.
- Must have a neat and professional appearance.
- Must be courteous and respectful of others
- Business is to be conducted with the highest level of personal integrity
- Maintain a positive demeanor – keep a smile on your face and “in your voice”
- Continue education for professional and personal growth
- Must be able to manage multiple tasks and have excellent follow up skills both internally and externally

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. Suggest training programs or other opportunities for improvement to your supervisor as they apply.
- Lavish trust on your co-workers
- Mentor unselfishly
- Be receptive to new ideas, regardless of their origin

Physical Requirements

- Prolonged period of sitting at a desk and working on a computer
- Must be able to lift 25lbs at a time
- Ability to climb ladder
- Must be able to access and navigate the company's facilities and jobsites without issue

Safety Requirements

- Use safe work practices and promote safe practices.
- Utilize proper PPE equipment and ensure all persons on jobsite are also utilizing same at all times
- 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.