



Andgar Corporation has new opening for a Payroll Assistant (30 hours per week). We specialize in HVAC, Architectural Metals & Metal Fabrication. This position will perform all time entry and other payroll processing functions as well as supporting other accounting and administrative functions, as needed.

Benefits:

- Competitive wages – based on experience
- Medical, Dental, Vision, Disability, Life Insurance
- 401k retirement plan with company match
- Paid Time Off (PTO) and paid holidays
- Ongoing training and education through Andgar University
- Family-friendly work environment with a strong company culture

Core Responsibilities:

- Time entry/upload
- Payroll processing, including prevailing wage
- Reporting to outside agencies as required

Skills and Abilities:

- Attention to detail and accuracy
- Organize, plan and manage time and responsibilities to meet deadlines
- Work independently or collaboratively, depending on task
- Strong written and oral communication skills

Qualifications:

- 2 years or more Payroll experience
- Accounting software, MS Office and other software experience
- Associate Degree in Accounting or related field is preferred
- Background in construction industry a plus

If you would like to join a great team, send us your resume today: careers@andgar.com