**Job Type**

Full-time

**Description**

**Do you take pride in your work, value a team environment, and strive to be better than yesterday?**  
**YES…then Oliver Mechanical Inc. is the company for you.**

At OMI, we pride ourselves on safety, quality, efficiency, and exceeding our client's expectations.  
As Our values say:

* **Us before Me**
* **Go the extra mile**
* **Pride in our Trade**
* **Be better than yesterday.**

That is how we operate every day!

**What we're looking for:**

As a Payroll Specialist, you ensure employees are paid accurately and on time. You will handle all aspects of the payroll function, including calculating employee paychecks, withholding taxes, other deductions, payroll adjustments, audits, and maintaining accurate payroll records.

**What we offer:**

* Competitive Wages
* Medical, Dental, & Vision Insurance on day one of employment
* Generous Paid Time Off
* Paid Holidays
* 401K with company match
* Company-paid Short-term/Long-term insurance
* Tuition & Training Reimbursement
* Cell Phone Reimbursement
* Career Growth Opportunities

**Essential Functions:**

* Ability to process payroll weekly.
* Exceptional mathematical and calculation skills.
* Adheres to established company policies and procedures.
* Notifies management of payroll discrepancies promptly.
* Solid understanding of employee attendance procedures and leave arrangements.

**Requirements**

**Education & Experience:**

* 3-5 years of payroll experience.

**Skills & Qualifications:**

* Excellent verbal and written communication skills.
* Excellent interpersonal, negotiation, and conflict-resolution skills.
* Excellent organizational skills and attention to detail.
* Excellent time management skills with a proven ability to meet deadlines.
* Ability to act with integrity, professionalism, and confidentiality.
* Thorough knowledge of employment-related laws and regulations.
* Payroll software experience is required.

**Physical Requirements:**

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift 15 pounds at times.
* Must access and navigate each department at the organization’s facilities.

**Salary Description**

$60,000 - $70,000

Applicants can contact [hr@olivermechanicalinc.com](mailto:hr@olivermechanicalinc.com), and the full posting and application link can be found [Here](https://recruiting.paylocity.com/recruiting/jobs/Apply/1708550/Oliver-Mechanical-Inc/Payroll-Specialist)