

# PAYROLL & HR ADMINISTRATOR

## LINCOLN OFFICE

Hausmann has steadily matured into one of the region's premier commercial general contracting, construction management, and design build firms. Our team is seeking a trustworthy, detail-oriented person who is driven to help with the day-to-day payroll and HR duties associated with a busy office environment. The Payroll & HR Administrator position will perform tasks related to weekly payroll for approximately 400 employees, as well as assist the HR team with clerical and operational support, such as monthly reconciliation of payroll records, weekly certified payroll submission, and assisting with the adherence of company policies and procedures.

Strong organizational skills, the ability to maintain detailed records and handle multiple projects in a fast-paced environment, as well as an individual who acts in a manner of integrity and confidentiality will all be sought in a successful applicant. An Associate's Degree in Business, HR or Accounting, or three or more years of payroll processing experience is required. Experience with Sage 300 Construction software and knowledge of Davis Bacon and Related Acts (DBRA) is preferred.

An exciting opportunity with Hausmann awaits the right candidate. This is a busy, high-volume and friendly environment that will suit a hardworking person with the desire to grow in a company with an award-winning culture. Benefits for the Payroll & HR Administrator position include a competitive wage, comprehensive and competitive benefits package, an energetic work environment and opportunities for advancement.

Submit your resume at [www.hausmannconstruction.com/careers](http://www.hausmannconstruction.com/careers) or send your resume and cover letter directly to [careers@hausmannconstruction.com](mailto:careers@hausmannconstruction.com)

