



4636 E. University Drive, Suite #150, Phoenix, Arizona 85034

Payroll / Equipment Specialist

Company: S&S Paving & Construction

Location: Phoenix, AZ

Job Type: Full-Time

Pay Range: \$55,000 to \$65,000 / Year (DOE)

Submit resume to jobs@sspaving.com

Position Summary

The Payroll/Equipment Specialist is responsible for end-to-end payroll and equipment processing in a civil construction environment. This role ensures accurate, timely, and compliant execution for employees and equipment reporting. This position plays a critical role in maintaining payroll and equipment integrity.

Essential Duties and Responsibilities

1. Payroll Processing & Execution

- Process weekly payroll for hourly field employees and salaried staff within Vista by Viewpoint
- Ensure all payroll data is complete, accurate, and validated prior to processing
- Review and validate:
 - Hours worked
 - Pay rates
 - Overtime calculations
 - Job and cost code allocations
- Identify and resolve discrepancies before payroll is run
- Maintain strict adherence to payroll deadlines

2. Time Entry Validation

- Review timecards imported from HCSS HeavyJob, including:
 - Labor hours
 - Equipment hours
- Ensure:
 - All time is submitted and approved on time
 - Coding aligns with jobs, phases, and departments
 - Equipment and quantities are reasonable and complete

- Compliance with Davis-Bacon Act and other prevailing wage requirements
- Benefits & Deductions are accurate, timely filed, and reconciled
- Proactively follow up with field teams on:
 - Missing or late timecards
 - Incorrect coding
 - Incomplete entries

3. Payroll Taxes & Regulatory Compliance

- Process and reconcile payroll tax withholdings
- Ensure accurate reporting and filing of:
 - Federal taxes
 - State taxes
 - Local taxes (as applicable)
 - 401K, Roth, 401K loans & HSA Contributions
- Manage:
 - Unemployment (SUTA/FUTA)
 - Workers' compensation reporting (as required)
 - Coordinate with internal finance or external providers for filings and payments

4. Job Costing & Financial Alignment

- Ensure payroll is accurately coded to:
 - Jobs
 - Phases
 - Departments
 - Locations
- Validate alignment between:
 - HeavyJob field data
 - Vista payroll and job cost
- Support finance with:
 - Labor cost accuracy
 - WIP reporting
 - Month-end close

5. Systems & Reporting

- Ensure accurate integration between:
 - HeavyJob (field data)
 - Vista (payroll and job cost)
- Generate reports for:
 - Finance
 - HR
 - Operations

6. Audit, Controls & Documentation

- Maintain complete, audit-ready payroll records
- Ensure payroll follows established controls and approval workflows
- Support internal and external audits

Equipment Accounting Responsibilities

1. Equipment Accounting

- Maintain the general ledger for equipment assets, including capitalization, depreciation, and disposals
- Assist Controller with calculating equipment depreciation in accordance with GAAP and company policy
- Track equipment acquisition costs, including purchase price, freight, setup, and modifications
- Maintain documentation for asset purchases, disposals, and impairments
- Ensure compliance with company accounting policies, internal controls, and audit requirements
- Reconcile equipment sub-ledgers to the general ledger monthly
- Prepare and post weekly allocations related to equipment usage
- Prepare monthly journal entries related to equipment activity
- Prepare weekly, monthly, and annual equipment reports for management
- Assist management with equipment utilization and profitability analysis

2. Equipment Cost Tracking & Job Costing

- Track and allocate equipment ownership and operating costs (fuel, repairs, maintenance, insurance, licensing)
- Maintain and update internal equipment rates (hourly/daily/monthly)
- Analyze actual vs. budgeted equipment costs and report variances
- Support accurate job cost reports by ensuring equipment charges are timely and correct

3. Fleet & Asset Management Support

- Maintain fixed asset and fleet records, including unit numbers, locations, and status
- Track equipment transfers, internal rentals, and retirements
- Assist with physical equipment inventories and resolve discrepancies
- Coordinate with equipment managers on asset utilization and lifecycle tracking
- Ensure proper accounting for leases vs. owned equipment

4. Maintenance, Repair & Fuel Accounting

- Process and reconcile maintenance and repair costs by equipment unit
- Monitor repair trends to identify unusually high-cost units
- Track fuel usage and fuel cost allocations
- Support decisions related to repair vs. replace analyses

Qualifications

- 3-7+ years related experience, preferably in construction or job-cost environment
- Experience with:
 - Vista by Viewpoint (strongly preferred)
 - HCSS HeavyJob or similar
 - Strong attention to detail and ability to manage deadlines

Why Join S&S Paving & Construction?

At S&S Paving & Construction, we are committed to delivering exceptional asphalt maintenance and paving services while fostering a culture of safety, teamwork, and professional growth. We offer competitive compensation, benefits, advancement opportunities, and the chance to be part of a company dedicated to quality and customer satisfaction.

S&S Paving & Construction is an Equal Opportunity Employer.