# Project Payroll & Administrative Coordinator

**Work Location: Sparks, NV**

**Division/Department: Administrative**

| **Reports to: Project Manager** | **Salary range: $40,000 - $70,000** |
|---|---|
| **☒Full-time**<br>**☐Part-time**<br>**☐Intern** | **☐Exempt**<br>**☒Non-Exempt** |

**Job Overview:**

The Project Payroll & Administrative Coordinator provides administrative and payroll support for multiple construction projects throughout the Reno market. This role is responsible for collecting, reviewing, processing, and tracking project payroll information while assisting project managers, superintendents, and accounting personnel with project administration, reporting, compliance, and documentation.

The ideal candidate is highly organized, detail-oriented, and comfortable working in a fast-paced construction environment with multiple concurrent projects and deadlines. This position will require time spent at both our jobsites in the Reno/Tahoe area as well as the home office located in Sparks, NV with approximately 50% of time spent in the office and at sites.

**Essential Duties and Responsibilities:**

**Payroll:**

- Collect and review weekly employee timecards and labor reports from field teams.
- Verify labor coding, project cost codes, and job assignments for payroll processing.
- Coordinate with payroll and accounting personnel to ensure timely and accurate payroll submission.
- Track and reconcile payroll hours against project labor budgets.
- Maintain payroll records and supporting documentation.
- Respond to employee payroll inquiries and assist with payroll corrections.
- Support union reporting, fringe benefit tracking, and labor compliance requirements.
- Assist with OCIP/CCIP payroll reporting when required.

**Project Administration:**

- Set up and maintain project files, folders, logs, and documentation.
- Maintain project records including RFIs, submittals, change orders, daily reports, and meeting minutes.
- Assist with project cost tracking, invoice processing, and subcontract administration.
- Coordinate project onboarding requirements, badging, site access, and background checks.

- Support procurement and equipment purchase documentation.
- Track and maintain subcontractor insurance and compliance records.
- Assist project teams with document control and distribution of project information.

**Reporting & Coordination:**

- Prepare weekly labor utilization.
- Assist project managers with manpower reporting and labor forecasting.
- Coordinate with superintendents regarding workforce allocations and labor coding.
- Help ensure consistency of processes across multiple Reno-area projects.

**Job Specifications:**

- 3+ years of administrative, payroll, accounting, or construction office experience.
- Experience with construction payroll, union payroll, or certified payroll preferred.
- Strong proficiency in Microsoft Excel, Outlook, Word, and document management systems.
- Ability to handle confidential employee and payroll information.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent communication and customer service skills.
- Construction accounting software and project management systems.

**Ability to:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Organize own work, manage multiple projects/programs and meet critical deadlines.