



Certified Payroll Specialist

We are seeking an experienced Certified Payroll Specialist to support a data migration project and transition into an ongoing processing role within a high-volume, multi-state payroll environment. The ideal candidate brings deep expertise in prevailing wage compliance, certified payroll reporting, and the ability to navigate complex regulatory requirements across multiple jurisdictions.

Responsibilities

- Lead a certified payroll data migration project, transferring and reconciling payroll records across portals including LCPtracker, Elations, E-Mars, etc.
- Assist in processing weekly multi-state certified payroll for 600+ employees
- Maintain strict adherence to weekly certified payroll reporting obligations for all projects subject to Davis-Bacon Act and prevailing wage regulations
- Review, verify, and submit weekly certified payroll reports accurately; investigate and correct any rejected filings in a timely manner
- Review and audit subcontractor certified payroll submissions to ensure accuracy and regulatory compliance
- Respond to certified payroll inquiries and external audit agency requests
- Assist with project closing, audit tasks, and compliance reporting obligations

Requirements

- 2+ years of experience in prevailing wage compliance or certified payroll administration required
- Hands-on experience with certified payroll portals such as LCPtracker, Elations, or E-Mars required
- Strong working knowledge of federal and state prevailing wage laws, Davis-Bacon Act requirements, and apprenticeship program regulations
- Experience reviewing and auditing subcontractor certified payroll reports
- Proven ability to manage high-volume, multi-state payroll in a deadline-driven environment

High attention to detail with strong analytical and problem-solving skills