

# Job Order Print Document

Job Order: **560262**

Print Date: **9/29/2016 3:01:38 PM**

Office: **Anne Arundel County One Stop Center (Glen Burnie)**

LWIA/Region: **Anne Arundel**

## Employer Information:

Employer Name: **Reliable Contracting Co., Inc.**

How to Apply: **Provide a MWEJobs Resumé Online (recommended), In Person**

Company Website: **NA**

Application Comments: **Please read more about our benefits and our company at <http://www.reliablecontracting.com/join-our-team/>**

**Applications will be reviewed and selected applicants will be interviewed.**

## Location:

Main Address:

**Corporate Office - Founders Building  
2410 Evergreen Road  
Suite 200  
Gambrills, MD 21054**

Mailing Address:

**2410 EVERGREEN RD  
Suite 200  
GAMBRILLS, MD 21054**

## Contact:

Contact: **Human Resources Reception**

Title: **Application Admin**

Phone: **(410) 987-0313 x** Fax: **(410) 721-2571**

Email: **HR@reliablecontracting.com**

## Job Details:

Occupational Code: **43305100 Payroll and Timekeeping Clerks**

Job Title: **Payroll Specialist**

Industry Code: **237310 - Highway, Street, and Bridge Construction**

Number of Positions: **1**

Referrals: **100**

Earliest Date to Display: **9/22/2016**

Last Date Job Order Will Display: **11/21/2016**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category:

## Job Duties and Skills:

Description:

**Reliable Contracting Co, Inc. has been in business for over 85 years and is one of the largest contractors in the Baltimore-Washington Metro area. We have an immediate opening for a Payroll Lead to join our team.**

**As the lead person you will be responsible for the timely and accurate processing of all payroll related items. This includes, but is not limited to, processing daily time sheets for approximately 450 employees paid on a weekly basis, certified payrolls, payroll tax returns, W-2's, etc. Candidate must possess a high level of being detail oriented, maintain timely reporting schedules and meet or exceeds the demands of the position.**

## Qualifications:

- **5 years' experience in a full charge payroll related function**
- **Constriction Software experience with Viewpoint or Sage-Timberline**
- **Ideal candidate will need to be a problem solver with strong people skills**
- **Ability to maintain employee confidential information**
- **AA or BS degree preferred (experience may be substituted for degree)**

**Reliable is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.**

Special Software/Hardware Skills Needed: **Yes**

Special Skills:

- **5 year's experience in a full cahrge payroll related function**
- **Construction Software experience with Viewpoint or Sage-Timberline**
- **Ideal candidate will need to be a problem solver with strong people skills**
- **Detailed orintated, maintain timely reporting schedules**
- **Ability to maintain employee confidential information**
- **AA or BS degree preferred (experience may be substituted for degree)**

### Job Requirements:

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements: **Drug Testing/Screening, Other(specify)**

Hiring Requirements Other: **Post-offer physical**

Education Level: **High School Diploma or Equivalent**

Months of Experience: **60**

Requires a Drivers License: **No**

Near Public Transportation: **Yes**

Drivers License Certification:

Drivers License Endorsements:

### Compensation and Hours:

Minimum Salary:

Maximum Salary:

Pay Comments: **Will discuss with applicant**

Supplemental Compensation: **No**

Hours per Week: **Hours are Specific**

Actual Hours: **40**

Shift: **Day Shift**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave, Tuition Assistance, 401K, Profit Sharing, Flexible Benefit Account**

Other Benefits: **TRAINING, Flexibile Spending Account, Short Term Disability, Profit Sharing Plan, Supplemental Life, Credit Union Memberships. Vacation and Sick Leave.**

### Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

### Job Application Information Needed:

#### Req Section

- Contact Information
- Employment History  Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

### Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

### Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **NA**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **10/22/2016**