Payroll and HR Administrator
Grey Snow Professional Services, LLC
Entity of Grey Snow Management Services, LLC

Full Time | Exempt
Salary Range: $71,000 - $80,000
Location: Remote
Travel: Occasional travel may be required
Application Deadline: 10 Business Days
How to Apply: Submit resume to hr@greysnow.com

Position Summary

The Payroll & Human Resources Administrator is responsible for overseeing payroll and human resources administration for the GSPS workforce supporting federal construction and public-works projects nationwide. This position ensures accurate payroll processing, compliance with applicable federal, state, and local employment requirements, proper maintenance of employee records, benefits coordination, and support of the company's enterprise resource planning (ERP) implementation.

The ideal candidate has experience with construction payroll, federal labor compliance, prevailing wage requirements, certified payroll reporting, and multistate HR administration. This role requires strong attention to detail, sound judgment, and the ability to manage competing priorities while supporting employees and project teams across multiple jurisdictions and time zones. The Administrator will collaborate with Finance, Operations, Safety, and external professional advisers to maintain accurate records, resolve payroll matters, and support operational compliance.

The Construction Controller assigns daily priorities, reviews performance, and oversees financial controls. The President retains ultimate management review and personnel decision-making authority within established delegations.

Essential Duties & Responsibilities

Payroll & Federal Labor Compliance

- Process accurate payroll using approved timecards, employee hours, project codes, pay rates, overtime, deductions, and applicable fringe benefits.
- Administer payroll in accordance with Davis-Bacon, applicable federal, state, and local prevailing wage requirements, and Service Contract Labor Standards when applicable.
- Prepare and submit weekly certified payroll reports using verified timekeeping and payroll records, coordinating corrections and supporting documentation as needed.
- Maintain compliant timekeeping practices, including daily employee time entry, accurate project allocations, supervisor approvals, and documented adjustments.

- Coordinate approved travel-time pay, per diem, and employee reimbursements in accordance with company policies and applicable jurisdictional requirements.
- Maintain labor cost records supporting self-performed work, joint venture workshare, and federal contract reporting.
- Research unfamiliar jurisdictional requirements and coordinate with the Controller and qualified advisers regarding wage classifications, fringe benefits, and payroll compliance questions.
- Maintain payroll, timekeeping, and certified payroll documentation in accordance with applicable legal and contractual retention requirements.

Multistate Payroll & Human Resources Administration

- Monitor multistate employment requirements, including employer registrations, payroll taxes, unemployment insurance, state disability, paid family leave, new-hire reporting, garnishments, and year-end filings.
- Research employment requirements before employees begin working in new states or jurisdictions, including wage payment, overtime, meal and rest periods, expense reimbursements, and applicable leave requirements.
- Maintain accurate employee records throughout the employment lifecycle, including onboarding, compensation changes, benefits enrollment, leave administration, personnel changes, and offboarding.
- Support employment eligibility verification through Form I-9 and E-Verify in accordance with company procedures and applicable authorization requirements.
- Coordinate employee screening, required credentials, and contract-required drug testing with Operations and qualified providers.
- Maintain employee training and certification records, including OSHA, EM 385, competent person designations, and other project-specific qualifications.
- Coordinate with GSMS HR, benefits administrators, insurance carriers, and external advisers to support employee needs and maintain appropriate documentation.
- Assist with insurance audits by providing payroll and labor-cost information for workers' compensation, general liability, and other applicable coverage.
- Coordinate required employee notices and project-specific wage postings with project management.
- Escalate sensitive employee matters to authorized management while maintaining appropriate confidentiality and documentation.

Confidentiality & Information Security

- Maintain strict confidentiality of employee, payroll, banking, tax, medical, and personnel information.
- Use authorized company systems and secure communication channels when accessing, sharing, and maintaining sensitive records.

- Follow established information security procedures, including applicable NIST SP 800-171 and CMMC requirements for handling Federal Contract Information (FCI) and Controlled Unclassified Information (CUI).
- Coordinate employee access changes, onboarding and offboarding notifications, and company property returns with authorized IT and security personnel.
- Follow approved banking and direct-deposit procedures, including independent verification before processing employee banking changes.

ERP Implementation & Transition Support

- Participate in the Controller-led ERP implementation by providing payroll and HR requirements, validating employee data, testing assigned workflows, and supporting user training.
- Reconcile historical payroll information, including year-to-date wages, taxes, deductions, benefits, leave balances, and prior payroll corrections.
- Support the January 1, 2027 transition of GSPS employees to GSPS payroll, including employer registrations, workers' compensation, E-Verify, benefits setup, and employee transfer documentation.
- Assist with parallel payroll testing, identify discrepancies, document outstanding issues, and support a successful transition to the new system.
- Develop and maintain payroll and HR procedures and provide training to management-designated backup personnel.

Required Qualifications

- Demonstrated experience administering multistate payroll, preferably in federal construction or public-works environments.
- Working knowledge of Davis-Bacon, prevailing wage requirements, certified payroll, fringe benefits, and applicable labor classifications.
- Experience with payroll processing, HR administration, employee onboarding, benefits coordination, and confidential personnel records.
- Experience preparing and submitting certified payroll reports through government agency or project owner portals.
- Proficiency with payroll systems, spreadsheets, recordkeeping, and job-cost allocations.
- Strong organizational, communication, problem-solving, and deadline-management skills.
- Ability to research unfamiliar jurisdictional requirements and coordinate with qualified professionals when additional guidance is needed.

Preferred Certifications & Experience

Payroll or HR certifications are preferred. Additional experience with ERP implementations, payroll conversions, DCAA or government labor reviews, Service Contract Labor Standards, joint ventures, SBA 8(a) programs, and secure or regulated work environments is highly desirable.

Core Competencies & Performance Expectations

The successful candidate demonstrates accuracy, accountability, discretion, adaptability, and strong organizational skills. Performance will be evaluated based on timely payroll processing, accurate reporting, compliance documentation, effective issue resolution, and clear communication with management and employees.

This position supports mission-critical federal operations and requires professionalism, responsiveness, and the ability to adapt to nationwide deployments, changing project demands, and accelerated operational schedules. The ideal candidate takes ownership of assigned responsibilities, anticipates potential issues, and maintains consistent performance in a fast-paced environment.

Work Environment & Expectations

This position supports mission-critical federal operations and requires a high level of professionalism, responsiveness, adaptability, and accountability. Candidates must be capable of supporting fast-moving operational demands, nationwide deployments, accelerated proposal schedules, and field-driven project requirements while maintaining composure and performance under pressure.

GSPS seeks professionals who take ownership, solve problems proactively, communicate effectively, and consistently execute at a high level in demanding federal environments.

Native American Preference

In accordance with applicable tribal, federal, and organizational policies, qualified Native American applicants will be given preference in hiring.

Equal Opportunity Employer

Grey Snow Management Solutions, LLC is an equal opportunity employer. We value diversity and do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.