



Job Description

Job Title: Certified Payroll & Compliance

Department: Human Resources

Reports To: Director of People, Compliance & Support Programs

FLSA Status: Exempt

Prepared Date: 05/11/2026

Position Description: The Certified Payroll & Compliance position at Resource Development Corporation is responsible for ensuring accurate and timely processing of payroll in compliance with federal, state, and local regulations. This role involves maintaining payroll records, preparing reports, and ensuring adherence to compliance standards.

Essential Job Functions may include the following or other duties as assigned:

- Produce certified payrolls weekly to owners, including manual forms, state forms, LCP, DIR, and ID eMars.
- Maintain and update fringe benefit statements accordingly.
- Understand, track, coordinate, and maintain AUA requirements for Nevada Public Works Projects per craft.
- Update tracking weekly per project (3% vs 10%).
- Request apprentices for new jobs per craft and coordinate apprentices to projects and with payroll.
- Maintain documentation of apprentice requests in folders.
- Understand, track, coordinate, and maintain DAS requirements for California Certified Payroll Projects per craft.
- Send DAS 140 per craft for every job 5 days before starting the job or right when the job starts.
- Send DAS 142 per craft for every job needing an apprentice (20% of craft).
- Help identify payroll issues by complying with state prevailing wage requirements, including 4 10 rules, wage updates (California), holidays, per diem, and travel.
- Submit subcontractor lists for Nevada Public Works Projects to the Labor Commissioner.
- Create holiday lists per craft for California and Nevada.
- Manage new job numbers and upload new jobs into Spectrum once confirmed by PMs, maintaining the Spectrum Job Sheet.
- Ensure jobs are set up properly, including address, state, and payroll setup.
- Submit other compliance paperwork requested by owners to ensure prompt payment.
- Pay monthly training funds to unions per craft.

Requirements/Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or



ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in accounting, finance, or related field.
- Certified Payroll Professional (CPP) designation preferred.
- Minimum of 3 years of experience in payroll processing and compliance.
- Strong knowledge of federal, state, and local payroll regulations.
- Excellent attention to detail and organizational skills.
- Proficiency in payroll software and Microsoft Office Suite.
- Strong communication and interpersonal skills.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, stand, walk, bend, and have specific vision abilities to include close and distance vision, and ability to adjust focus working with computer business equipment. Must be able to lift up to 20 on an occasional basis. The noise level in the work environment is usually low/mid level.

The overall nature of the position is sedentary requiring little physical effort. There is occasional exposure to environmental conditions such as heat, cold, and temperature changes.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

Disclaimer: Although the Company has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of the Company, at any time, with or without advance notice.

Acknowledgement: Employee signature below indicates understanding of the requirements, essential functions and duties of the position.

Name:

Signature:

Date: