



# Job Description

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|------------|------------------------------|
| Job title  | Time & Attendance Specialist |
| Reports to | Payroll Manager              |

## Job Purpose

The Time and Attendance Specialist is responsible for the overall coordination and production/collection of time keeping data. Reviews time keeping records collected from hourly employees. Resolves all time keeping issues on a daily basis by communicating with foreman/individuals to correct missing, overlapping or any other issues concerning daily hours recorded in the time and attendance program.

## Duties and Responsibilities

- Collect and review daily reports from field foremen.
- File and document missing field reports; following up with applicable leaders.
- Edit daily Time and Attendance Program time keeping entries.
- Clarify GPS discrepancies between clock in location and job location.
- Ensure all employees facial recognition profile pictures and clock in pictures match.
- Assist payroll with resolving payroll time and attendance issues.
- Provide assistance to field personnel answering questions about time and attendance recordings and updating equipment/software/phones; provide training as necessary.
- Assists in answering main company phone as necessary.
- Performs other duties as requested.

## Qualifications

- Knowledgeable with Apple and Android phone technology.
- Bilingual (Spanish/English) – fluent in both is preferred.
- Intermediate skills with MS Office

## Key Competencies

- Assertive in a professional manner.
- Detailed and organized.
- Strong analytical and problem-solving skills.
- Ability to prioritize and meet deadlines in a fast-paced environment.
- Ability to handle confidential information in a discreet professional manner.
- Excellent oral and written skills.
- Ability to be an effective team member and display initiative.

## Work Conditions

- Typical office environment. Work is performed during regular business hours Monday through Friday and on occasion a weekend if necessary.

## Physical Requirements

- While performing the duties of this job, the employee sits at a desk for prolonged periods working on a computer. Is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee may at times lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Pay Range: \$16 - \$19 DOE**  
**Health Insurance**  
**Paid Time Off and Holiday Leave**  
**401k & Profit Sharing Program**