

ANDREWS CONSTRUCTION Co., Inc.

P.O. Box 720, Campton, NH 03223 Phone: (603) 726 - 7623 Fax: (603) 726 - 7313

Payroll & Administrative Coordinator

Location: In-office (4–5 days per week)

Hours: 30 – 40 hours per week

Employment Type: Hourly, Non-Exempt

Compensation: Potential Hourly rate 25/hr. – 30/hr., Final hourly rate dependent on experience

Benefits Eligible

Position Overview

Andrews Construction is a 30-person site work and concrete construction company seeking a detail-oriented and dependable **Payroll & Administrative Coordinator** to support our day-to-day financial and administrative operations. This role is ideal for someone who enjoys wearing multiple hats, working in a collaborative office environment, and playing a key role in keeping the company running smoothly.

Key Responsibilities

Payroll (approximately 50%)

- Process weekly payroll accurately and on time
- Maintain employee payroll records and ensure compliance with applicable regulations
- Handle payroll-related questions from employees

Accounts Payable (approximately 25%)

- Process vendor invoices
- Reconcile statements and resolve discrepancies
- Assist in maintaining organized AP records and documentation

Accounts Receivable / Billing (approximately 15%)

- Prepare and send customer invoices

Administrative Support (approximately 10%)

- Assist with HR-related administrative tasks (onboarding paperwork, employee records, etc.)
- Support safety documentation and compliance efforts for OSHA, MSHA, DOT and FMCSA
- Provide general administrative support as needed

Qualifications

- Prior experience with payroll processing required
- Experience with accounts payable and receivable preferred
- Strong attention to detail and organizational skills
- Ability to handle confidential information with discretion
- Proficient with accounting/payroll software and Microsoft Office (or similar tools)
- Comfortable working independently and managing multiple priorities
- Experience in a small business environment is a plus

Education

- High school diploma or equivalent required
- Associate's degree or coursework in accounting, business, finance, or a related field preferred
- Relevant payroll, accounting, or administrative experience may be considered in lieu of formal education

Compensation & Benefits

- Competitive hourly pay based on experience
- Benefits eligibility includes:
 - Health insurance
 - Dental insurance
 - Equitable Voluntary Benefits
 - 401(k)
 - Paid vacation time

How to Apply

Please submit your resume and a brief cover letter outlining your relevant experience and interest in the position to Sarah Crane, scrane@andrewsconst.com

