



Job Announcement  
Posted 2/13/2026

## **Payroll Specialist**

Huwa Enterprises is a nationally renowned land reclamation and restoration company, that has successfully reclaimed over 3.1 million acres of land across 44 states in the US. We use innovative approaches based in science and environmentally sounds practices in our work, and we continue to innovate as we partner with clients in specialty areas such as land reclamation, renewable energy, civil infrastructure, and natural disaster recovery, all using the most advanced tools in science and technology to do so.

### **Position Overview**

Reporting to the Payroll Manager, the Payroll Specialist is responsible for ensuring accurate and timely payroll processing across multiple entities. This role manages sensitive employee data, calculates wages and deductions, ensures compliance with federal and state regulations, and provides responsive support to employees regarding payroll-related inquiries.

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### **Key Responsibilities**

- Process weekly payroll cycles for multiple entities with accuracy and attention to detail.
  - Collect and verify timecards from various timekeeping systems for completeness and FLSA compliance.
  - Code and report hours for certified payroll and accounting purposes.
  - Calculate wages, salaries, bonuses, certified and union rates, and benefits using payroll software.
  - Verify attendance, leave, and pay adjustments; reconcile any discrepancies.
  - Investigate and resolve payroll issues under the direction of the Payroll Manager.
  - Collaborate with HR on new hires, terminations, direct deposit changes, and tax elections.
  - Support the Director of Compliance with apprenticeship program administration and related certified payroll reporting for IRA projects.
  - Prepare manual checks and ensure compliance in termination scenarios.
  - Respond to employee inquiries regarding paychecks, deductions, and payroll matters.
  - Provide accurate payroll information and reports to management as needed.
  - Maintain detailed and accurate payroll records and documentation.
  - Prepare certified payroll and union reports, ensuring timely and accurate tax filings and payments as assigned.
  - Perform additional duties as assigned.
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### Skills and Abilities

- Strong attention to detail and high standards for accuracy and confidentiality.
  - Excellent organizational, analytical, and problem-solving skills.
  - Strong written and verbal communication skills; able to work effectively with diverse teams.
  - Demonstrated accountability and ability to meet strict weekly deadlines.
  - Proven ability to build and maintain positive, professional relationships across departments.
  - Commitment to continuous learning and professional development.
  - High integrity and sound judgment in handling sensitive payroll information.
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### Education and Experience

- Associate or Bachelor's degree in Accounting, Business Administration, or related field (**preferred**). Equivalent professional payroll experience may substitute for education.
  - Minimum **3 years of payroll processing experience** (required).
  - Construction industry experience (preferred).
  - Proficiency in Microsoft Excel, Outlook, and Adobe Acrobat (required).
  - Experience with Viewpoint Spectrum or similar payroll software (preferred).
  - Experience with certified payroll reporting and **LCPtracker** (preferred).
  - Strong understanding of payroll procedures, balancing, internal controls, and basic payroll tax principles.
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### Work Conditions

- Full-time, non-exempt position working from the corporate headquarters in Keenesburg, Colorado.
- Typical schedule: Monday–Friday, between 7:00 a.m. and 5:00 p.m., with occasional evenings or weekends.
- Must pass pre-employment drug and alcohol screening.
- Primarily office-based role requiring frequent sitting, standing, and use of computers and standard office equipment.



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**Anticipated Salary and Benefits:**

- Anticipated Hiring Wage Range: \$31.25 -\$40.85 per hour DOE
- Medical, Dental, Vision, HSA, Short Term/ Long Term Disability, 401k with matching contribution.
- We provide paid Sick Leave as determined by Colorado's Healthy Family and Workplaces Act (HFWA).
- Paid time off (PTO) and paid Holidays.

**To Apply:**

Please complete the application as linked on our careers page at [Careers – H2 Enterprises](#). Please be sure to attach a copy of your professional resume which specifically outlines your experience and skill as it relates to this position.

This position will remain open until filled and reviews of applications of qualified applicants will begin immediately upon receipt.

You may contact Human Resources with any questions by e-mailing [HR@HuwaEnterprises.com](mailto:HR@HuwaEnterprises.com).

**Notice to All Applicants:**

- 1) Proof of eligibility to work is required to be produced within three (3) days of hire; 2) Direct Deposit is a condition of employment; 3) Applicants may be required to complete a successful background check prior to employment, including but not limited to drug screening and MVR, depending upon the duties of the position; 4) Requests for ADA reasonable accommodation in the application process can be requested by contacting [HR@HuwaEnterprises.com](mailto:HR@HuwaEnterprises.com).

**Huwa Enterprises is an Equal Opportunity Employer:**

*It is the Company's policy to provide equal employment opportunities for all applicants and employees. The company prohibits all forms of discrimination and harassment including those that violate federal and state law. The company does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, marital status, gender identity, or sexual orientation in its employment practices and activities. To report any concerns or complaints, you may contact Human Resources at [HR@HuwaEnterprises.com](mailto:HR@HuwaEnterprises.com).*