

HR and Payroll Specialist



Job Summary

SunPeak, a rapidly-growing and nationally-recognized commercial solar developer and installation contractor, is looking for a full-time HR and Payroll Specialist to join its team in Madison, Wisconsin.

We design and build solar energy systems for commercial, industrial, institutional, and municipal customers, and we self-perform our field work with a skilled union workforce. We are a growing company where the accounting and administration team is small, visible, and directly connected to how projects get built.

The HR and Payroll Specialist is a new position that will own the people-and-pay function. This is a growth role. We are hiring for aptitude and reliability rather than a long résumé, and we will train you — in a structured, supported way — into work that carries real responsibility.

You will start with onboarding administration, employee records, and payroll support. Over roughly 18 months, and only as you demonstrate readiness at each stage, you will grow into processing payroll for our office and union workforce, administering employee benefits, and preparing the union and certified payroll filings our projects depend on. You will learn this work alongside an experienced teammate who will review your work at every step until you are ready to run it independently.

If you are looking for a job where you can grow into a specialized skill set that is genuinely in demand — union payroll, certified payroll, and construction HR — this is that opportunity.

Key Responsibilities – From Day One:

- Manage new-hire onboarding paperwork and employee file setup for office and field employees.
- Maintain accurate employee records across both companies.
- Collect and validate field timecards each pay period.
- Enter benefits and employee data in our HR system.
- Respond to employee questions about paperwork, pay, and benefits, providing excellent customer service.
- Support offboarding, including exit paperwork and benefits continuation notices.
- Adhere to strict confidentiality of payroll and employee information and comply with all regulations.

Key Responsibilities – As You Grow Into the Role:

- Process bi-weekly payroll for office employees and weekly payroll for our union field workforce.
- Prepare monthly fringe-benefit remittances to union trust funds.
- Prepare certified payroll reports and prevailing-wage documentation for public and incentive-funded projects.
- Administer employee benefits: open enrollment, life-event changes, COBRA, and ACA eligibility tracking.
- Maintain workers' compensation and OSHA recordkeeping.
- Assist in generating required payroll and HR reports.
- Support policy, handbook, and employee relations work alongside the Controller.

How Training Works

Nothing in the second list gets handed to you before you are ready for it. You will learn each piece under direct review, and payroll filings and fund remittances are reviewed and approved by others before they are submitted — permanently. This is how we protect our employees, our projects, and you.

Qualifications

- Strong attention to detail and organizational skills — you notice when a number or a date looks wrong.
- Reliability with recurring deadlines. Payroll runs on a schedule that does not move.
- Absolute discretion with confidential employee and pay information.
- Excellent communication skills, both verbal and written, with employees at every level, including field crews.
- Proficient knowledge of computers and the Internet. Work fluently with MS Office (Outlook, Word, Excel), browsers, and Windows operating systems.
- Ability to work independently and as a member of a team.
- Willingness to learn technical compliance work and follow defined procedures precisely.
- Some exposure to payroll, HR administration, bookkeeping, or office administration is a plus.
- Experience in construction, skilled trades, or another field-based industry is a plus.

- Familiarity with union payroll, certified payroll, or prevailing wage is a significant plus, though we will train the right person.
- High school diploma or equivalent required — coursework or a degree in human resources or business administration is preferred but not required.

Compensation

- Starting pay of \$20.00 – \$25.00 per hour, depending on experience.
- Scheduled increases of \$1.50 per hour at six months and again at twelve months, tied to defined competency milestones — reaching \$23.00 – \$28.00 per hour within the first year.

Benefits

- Comprehensive benefits package including medical, dental, and vision insurance.
- 401(k) retirement plan.
- Paid time off and holidays.
- Support for continuing education and professional certification relevant to this role.
- Opportunities for career growth and development.

More about SunPeak

SunPeak is a commercial solar PV developer headquartered in Madison, Wisconsin. We have the capability to professionally assess feasibility, design, engineer, install, commission, and maintain solar systems that provide decades of emission-free electricity from the sun. SunPeak has installed some of the largest solar projects in the Midwest and is quickly expanding its customer base throughout the nation.

Our company is built on a strong work ethic and has a team-oriented culture focused on safety and quality. In addition to providing a casual and professional workplace, SunPeak fosters a culture of collaboration and process excellence.

Solar energy is one of the fastest-growing industries in the nation with limitless potential in the future. We believe that clean energy can and should be available to everyone. If you desire to join a team of dedicated individuals and have a positive impact on our environment, you may be an excellent fit for our team.

To apply for this position, please send a resume, cover letter and salary expectations to careers@sunpeakpower.com.

Equal Opportunity Employer

SunPeak is proud to be an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by applicable law. We are committed to fostering an inclusive environment where all employees feel valued and respected. If you need a reasonable accommodation during the application or interview process, please let us know.