



Payroll Specialist

Job Summary

SunPeak, a nationally-recognized commercial solar developer, is looking for a full-time Payroll Specialist to join our dynamic team.

This position is ideal for someone looking to begin their career in payroll administration, with opportunities for growth and development within our organization. This position will be responsible for accurate data entry, assisting with payroll processing, generating timely payroll reports, and ensuring compliance with company policies and regulations.

SunPeak team members primarily work on-site at our Madison, WI office on Ann Street, but a hybrid work schedule can also be accommodated.

Primary Responsibilities:

- Facilitate the processing and administering payroll for employees.
- Input payroll data accurately, including hours worked, bonuses, and deductions.
- Respond to payroll inquiries and provide excellent customer service to employees.
- Assist in generating required payroll reports.
- Maintain accurate records.
- Adhere to strict confidentiality of payroll information and comply with all regulations.

Qualifications:

- Associate's or bachelor's degree in accounting, finance, business administration, or related field preferred.
- Previous internship or coursework in payroll administration is a plus.
- Basic understanding of payroll processes and regulations is a plus.
- Strong attention to detail and organization skills.
- Excellent communication skills, both verbal and written.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Ability to work fluently with MS Office (Outlook, Word, Excel).
- Ability to work independently and as a member of a team.

Compensation and Benefits

This is a full-time position with a competitive salary commensurate with experience. SunPeak provides a comprehensive benefits package including health insurance, life/disability insurance, dental, vision, paid time off, and 401K. Additional individual and/or team bonuses may also be available based on individual merit and/or overall company success.

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.