

Louann Satathite

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Payroll & Human Resources Manager

2025–2026 (2 Years) | White Sands Construction, Inc.

- Provides leadership for company-wide human resources and payroll operations.
- Brings over 30 years of accounting and HR experience in construction.
- Manages hiring, onboarding, employee records, job classifications, and wage rates.
- Maintains I-9s, W-4s, E-Verify submissions, and personnel files.
- Processes weekly payroll, including certified payrolls for public works projects.
- Tracks and submits certified payroll documentation from subcontractors.
- Manages apprentice certifications and workforce classifications.
- Oversees benefits, workers' compensation, and employee insurance reporting.
- Prepares & submits required federal/state/union payroll reports, including 941 filings.
- Ensures compliance w/ labor regulations, posting requirements, & company policies.
- Supports field & office staff through training coordination and workforce management.
- Coordinates foundation inspections, customer communication, & foundation contracts.
- Applies for state building permits related to foundation work.

Licenses, Training & Certifications

- Associate Degree in Health and Human Services
- Microsoft Office & Business Software Proficiency
- Peachtree / Sage 100 Accounting Software
- E-Verify Compliance & Processing
- Toolbox Software Training
- IHMS Software Proficiency
- OSHA 10-Hour Construction Safety Training