

Building Tomorrows Future Today....



**1700 10TH ST.
ALAMOGORDO, NM 88310
575 437 7816**

Joyce Tilbury

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Payroll Manager/HR

2023 - 16 Years - White Sands Construction, Inc.

- Maintain all employee files, I9's, W4's, job classifications, and wage rates.
- Process weekly payroll.
- Submit employees to E-Verify
- Process and submit Certified Payrolls on Public jobs with Wage Decisions
- Track, record and forward all Certified Payroll required from Subcontractors
- Maintain and acquire Apprentice Certifications
- Monthly reporting to Union, workman's comp and employee insurance
- Weekly reporting of 941 taxes
- Post all legally required posters and supply Superintendents with same for job sites
- Schedule foundation inspection appointments, direct interaction with customers, and write foundation contracts.
- Apply for state building permits for foundation work.
- Draw helical pier placement diagrams (AutoCad) for foundation work.
- Assist IT Department keeping company computers up and running.
- Familiar with all aspects of accounts payable and accounts receivable

Education & Certificates

- CHANCE Helical Piers - Complete Training Including Field Training & Enrollment
- OSHA/HAZCOMM
- Associates Degree General Studies
- PHI Beta Kappa
- All Microsoft Software
- AutoCad
- Peachtree /Sage 50 Accounting
- E-Verify
- Paskr
- Payroll Law (12 CEU)
- NM Notary Public