

Payroll Specialist

Detweiler, Hershey & Associates, P.C. is seeking a Payroll Specialist. The candidate will work in the payroll department servicing over 100 clients of varying sizes and complexities. This position is responsible for keying and processing of accurate payrolls as well as responding to client inquiries in a timely fashion.

Essential Duties and Responsibilities:

- Process payrolls, print checks, registers, delivery sheets, instructions and reports to clients for weekly, bi-weekly, bi-monthly and monthly payrolls
- Maintain, record, and process clients payrolls; record and process existing clients company and employee changes
- Audit of payroll changes before and during payroll processing
- Package clients payroll and reports for delivery
- Assist with preparation of quarterly and annual payroll tax returns, possibly after work hours or on weekends
- Provide customer service support to clients for assistance with payroll related issues
- Handle and distribute confidential information in an appropriate manner
- Accurately key and process new client set-ups and first payroll within allocated time frame
- Sends/receives files from/to our office to our clients, ACH vendor, tax vendor etc.
- Creates and uploads daily files to ACH vendor and tax vendor
- Train new clients on software
- Perform others duties assigned

Essential Requirements for Education and/or Experience:

- Associates degree, payroll certification or equivalent combination of education and work experience
- 3-5 years payroll processing experience, preferably with a payroll service bureau
- Multi-state payroll processing background a plus
- Experience with non-profit and local taxation a plus
- Word and Excel knowledge
- Evolution HCM payroll software knowledge a plus
- Customer service skills
- Telephone, communication and interpersonal skills
- Detail oriented with the ability to operate in a team environment

- Ability to work independently and multi-task
- Ability to work beyond regular hours as needed

We value our employees and offer competitive salary and benefits package with additional rewards for exceptional performance.

Send a copy of your resume along with salary requirements to Tracy Voce, CPA, Detweiler, Hershey & Associates, P.C., 64 North County Line Rd., Souderton, PA 18964 or apply online at www.detweilerhershey.com.