

Part Time -Payroll Specialist

Growing Payroll Service Company located in Saratoga County that serves small and mid-sized companies is looking for an experienced Payroll-Payroll Tax Sr. Specialist.

Responsibilities:

- ❖ **Process client payrolls (heavy phone contact, email, fax & computer)**
- ❖ **Provide excellent customer service**
- ❖ **Handle client problems and questions**
- ❖ **Manage process for Quarterly & Year End Tax filings**
- ❖ **Ensure compliance with all tax filing deadlines**

Required Skills/Experience:

- ❖ **At least 5 years of Payroll & Payroll Tax experience**
- ❖ **Excellent interpersonal skills**
- ❖ **Ability to work under stringent deadlines**
- ❖ **Have a detailed work ethic**
- ❖ **Extremely organized**
- ❖ **Computer Proficient – Excel, Word, Outlook, Importing & Exporting, etc.**
- ❖ **Ability to trouble shoot and timely resolve issues**
- ❖ **Understand technology - needs to be good at working through basic technology issues**
- ❖ **Work well with others**

Please send your resume and salary requirements to Jim@optimalpayrollsolutions.com