

## **PAYROLL SPECIALISTS (Entry level)**

17-17 Route 208 North Suite 350 Fair Lawn, NJ 07410

Employees in this high exposure function have a unique opportunity to interface with clients, via telephone, on a regular basis, as well as with representatives from a number of other corporate-wide departments.

Specific responsibilities of this position include:

- Contacting clients for payroll information (weekly, bi-weekly, semi-monthly, monthly frequencies).
- Recognizing, researching and resolving client/system issues.
- Developing relationship with clients.
- Performing data entry to update, calculating and maintaining client information and coordinating the processing and packaging of quarterly and year-end payroll tax returns and reports.
- Informing/educating clients of Paychex products and services.
- Answering clients' payroll related questions Providing quality customer service to clients at all times.

### **Benefits:**

You'll find our benefits and compensation programs competitive. Some of the salary-plus elements of employment at Paychex include:

- Comprehensive benefits package
- Paid vacation, holidays, sick days
- 401(k)
- Stock purchase plan
- On-going training programs
- Tuition reimbursement including books

### **Requirements:**

Qualified candidate will have 2 years customer service experience in a professional business setting, ability to work under pressure, strong analytical/mathematical ability, problem-solving skills, data entry skill, excellent oral & verbal communication skills. Payroll or accounting experience is a plus

- Candidate must attend a 2 week training in Rochester, New York (expense paid) and pass a job-dependent exam.

**Work hours: 8am – 5pm (1 hour lunch)**

*For more information on our company or other positions, please apply online:*

<http://www.paychex.com/careers>