



## **Payroll Specialist**

### **Company Overview:**

Modern Business Associates is a premier human resources outsourcing provider and professional employer organization. Headquartered in St. Petersburg, Modern Business Associates provides administrative support in four core areas: payroll administration, benefits administration, risk management, and human resources consulting.

We are seeking a Payroll Specialist with at least 1-2 years of payroll experience to process high volume weekly and biweekly payrolls for our clients.

### **Main responsibilities include:**

- Entry of payroll data
- Calculating time sheets
- Maintaining attendance records
- Entering payroll changes
- Auditing reports
- Answering employee and client questions

### **Required skills and experience:**

- At least one to two years payroll experience
- Multi-state and/or multi-company payroll processing experience desired
- Excellent computer skills including knowledge of the Microsoft Office suite
- Experience with computerized payroll systems
- Accounting experience preferred

### **The ideal candidate will:**

- Demonstrate a positive attitude in a strong team environment
- Have great customer service skills
- Be highly organized and efficient
- Be able to meet tight deadlines
- Be attentive to detail
- Display good judgment and discretion
- Work well independently and within a team environment
- Be flexible in terms of duties and schedule

Our organization provides a competitive salary, excellent benefits (full health coverage for employee upon eligibility) and a great work environment.

Please provide resume with salary requirements.

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