



Payroll Specialist

Growing Local CPA Firm has an immediate need for a Payroll Specialist to work with our Payroll & Tax Team to process payroll and compliance reporting for our clients.

Our Payroll Specialist Maumee/Toledo area will be responsible for maintaining and processing payroll for multiple Companies. The job responsibilities include:

- Accurately compute and process weekly and bi-weekly client payroll.
- Manage client personnel records and safeguard sensitive employee data.
- Communicate directly with each Client on a professional level to ensure coordination and accuracy of all payroll information, including changes with regard to pay rates, earnings, benefit deductions and vacation balances.
- Effectively operate Thompson Reuter's Creative Solutions Professional Suite software.
- Supports the issuance of annual W2s, 1099s, and any other payroll related forms for annual reporting of income.
- Prepares state and local labor and tax reports as required.
- Possess the integrity needed for payroll processing and client funds transfers.
- Work closely with firm management to maintain internal controls to ensure the safeguard and integrity of the client personal & payroll information.
- Maintains strict confidentiality of data.
- Full-time hours plus overtime hours during the tax season.

To apply please send your resume to Resumes@toledocpa.com

Any questions please contact Betsy Urbanski at 419-866-6000 ext. 115

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