

# Payroll Clerk

## Job Description:

Ensure accurate processing and recording of company's payroll, provide timely and accurate financial information, participate in daily data entry Payroll processing.

## Requirements:

- Bachelor's degree in Business Administration/ Accounting /Finance or HR
- Minimum of 2 years' experience in payroll
- Working knowledge of payroll best practices.
- Strong knowledge of federal and state regulations.
- Strong PC skills including proficiency in Excel.
- Must have knowledge in ADP system.
- Strong work ethic and team player.
- Ability to deal sensitively with confidential information
- Strong interpersonal (verbal and written) communication skills.
- Decision-making, problem-solving, and analytical skills.
- Organizational, multi-tasking, and prioritizing skills.
- Participate on the onboarding and benefits orientation for the hiring process.
- MUST have excellent English and Spanish proficiency.

Shift Hours: Monday-Friday 8:00am-5:00pm and overtime

Job Type: Regular placement and benefits, Full-time

Salary: \$10.00 to \$11.00 /hour

Location: Carolina, PR

Please send your resume: [msuarez@tpispr.com](mailto:msuarez@tpispr.com)