

# Payroll Analyst

## About MPAY, Inc.

MPAY, Inc. has been a producer of high-end enterprise applications for the Payroll/HR industry since 1995. Our Windows-based product, Millennium, is being used by independent payroll providers across the country to produce tens of millions of checks each year.

MPAY is currently seeking qualified candidates for the position of:

### Payroll Analyst

The Payroll Analyst is responsible for providing a broad range of payroll services to clients along with supporting the efficient operation of the payroll department.

### Essential Duties and Responsibilities

- Receive and process payroll input documentation from assigned clients;
- Prepare and input payroll data;
- Audit payroll-processing reports for errors;
- Process manual checks as required;
- Distribute paychecks and pay advice forms;
- Maintain an effective records management system;
- Respond to requests from clients and external agencies on matters relating to payroll
- All other duties as assigned

### Education and Experience Requirements

- A demonstrated commitment to customer service
- The ability to analyze procedures and make effective recommendations
- The ability to decisively coordinate and process the various types of payroll transactions
- The ability to organize and prioritize tasks in order to meet strict deadlines
- The ability to respond to changing technology
- The ability to maintain, in the strictest confidence, information received concerning confidential matters
- The ability to apply knowledge, experience and commitment in the areas of equity, cross cultural understanding and human rights
- The desire and the ability to engage in continuing education and skills upgrading
- FPC certification recommended
- 4 year college degree or equivalent experience preferred
- Payroll experience recommended
- Experience with spreadsheets, word processing and the Internet
- Excellent oral and written communication in conjunction with presentation skills
- Able to work autonomously and with excellent time management skills
- Computer system proficiency
- Ability to work with others in a team environment is required.

**Company**  
MPAY, Inc.

**Locations**  
Peoria, IL  
Huntersville, NC

**Status**  
Full-time

**Job Category**  
Client Services

**Education Level**  
Bachelor's Degree preferred

**Relevant Work Experience**  
3+

**Reports To**  
Client Services Director

**How to Apply**  
For consideration, candidate must e-mail [cover letter, resume and salary history to: clientservicesjob@mpay.com](mailto:coverletter,resumeandsalaryhistory@mpay.com). Please reference Job Code PA-M-01. No correspondences from placement agencies will be accepted or considered. Relocation costs are not provided.

