

PAYROLL PROCESSOR

Accounting Firm in Festus has a part time position available for an entry level payroll processor. Duties include payroll processing, tax related reports & audits. Highly organized, attention to detail, accuracy, good penmanship and math skills a must. Experience in QuickBooks, MS Word & Excel preferred. Strong communication and people skills desired. Send resume by email (no attachments please, Copy & Paste resume within email) to attention of Payroll Manager at: applicationstakenhere@gmail.com or mail to Werner C. Stichling & Associates, 615 Collins Drive, Ste. B, Festus, MO 63028.