

Payroll Assistant

Job Description:

Permanent full-time or part-time position available with a growing CPA firm in Ogden, Utah. We are a full-service payroll provider for more than 100 companies.

Responsibilities:

- Preparation of weekly, bi-weekly, or monthly payroll for multiple firm clients
- Preparation of payroll related reports and forms.
- Reconciliation of payrolls

Qualifications:

- 1-2 years of general office experience is preferable.
- Proficiency with Word & Excel software programs is needed.
- Analytical and organizational skills are a must and the ability to multi-task and manage the stress created by daily deadlines is required.
- Reconciliations are a significant part of this work. This is primarily an office position so you will be working at a desk most of the time.

Compensation:

Commensurate with experience, but starting range is \$20-22 per hour with eligibility for performance bonuses.

Additional information:

Ulrich and Associates is a full-service accounting and tax firm based out of beautiful Ogden, Utah. Our firm is committed to serving our clients in the most personal, professional, and ethical manner possible. We have been in business 26+ years and have a loyal client base, many of whom are second generation. We consider our employees to be one of our greatest assets, and treat all employees as professionals. We have a family-friendly environment that recognizes each individual's need to balance the demands of both professional and family life.

Please email your resume to: ulrich@ulrichcpa.com