

KMA Bodilly is a progressive, mid-sized Certified Public Accounting Firm in Madison, Wisconsin. KMA Bodilly's headquarters is located at 1200 John Q. Hammons Drive, Suite 500, Madison, WI 53717. The firm has additional offices in Verona and Lodi.

We are seeking an entry level Payroll Assistant. This is a part-time opportunity that allows for some day/time flexibility.

The Payroll Assistant position will support the Payroll Specialist and Accounting Department with a variety of payroll tasks that will include but are not limited to the following:

- Payroll data entry for clients
- New client set-ups
- Processing of payroll
- Coordination of payroll distribution
- Assisting clients with use of software

Key Skills of a Successful Payroll Assistant

- Understands and meets deadlines
- Team player with a positive attitude and willingness to learn
- Displays initiative to take on new work outside of comfort zone and applies knowledge learned
- Displays problem-solving skills and effective, insightful and timely communication skills

We offer competitive compensation and an excellent benefits package. In addition, we strive to provide and maintain a positive work environment where each employee feels encouraged to contribute to our processes, decisions, planning and culture.

KMA Bodilly CPAs & Consultants, S.C. is an Equal Opportunity Employer