

## **HALLKEEN MANAGEMENT**

**Job Title:** Payroll Specialist  
**Location:** Norwood, MA 02062  
**Hours:** Full-Time

Norwood based Real Estate Management Company is seeking to fill the position of a Full-time Payroll Specialist in their Norwood, Ma office.

This position requires a person who is experienced in full cycle payroll processing. Responsibilities include: Accurate biweekly payroll processing for over six hundred employees, updating and maintaining vacation accruals, reconciling labor distribution, and will work directly with and provide support to Human Resource Department. Candidate should have knowledge of federal and state payroll laws as well as full understanding of year end payroll processing. This position is responsible for providing support and answering questions from site managers and employees, be able to resolve unexpected issues in payroll and general ledger, file payroll documents and provide support as needed for quarterly/annual audits and other projects as needed. Experience with ADP and in General Ledger Accounting/Reconciliation is strongly preferred.

### Job Requirements

- 2- 5- years experience in Payroll and General Ledger Accounting required
- Minimum Associates Degree, Bachelor's Degree preferred
- Ability to prioritize and meet deadlines; ability to multi-task
- Proficient in using Microsoft Office, particularly Microsoft Excel
- The ideal candidate will possess excellent communication and organizational skills and be reliable and mature in handling sensitive information
- Must be able to work independently

**E-mail salary requirements and resume to:**  
**propertycandidate@yahoo.com or fax: 781-915-3115**