



Legacy is seeking an experienced full-time *Payroll & Benefits Administrator* to work in our corporate office in Milford, Michigan. The Payroll & Benefits Administrator is responsible for processing bi-weekly payroll and auditing, tracking, and providing accurate reporting in addition to maintaining employee benefit enrollments. This position is a vital part of our team and will perform a wide variety of record keeping and payroll processing activities (tax, direct deposit, benefits, 401k), including computing wage and overtime payment calculating, processing garnishments, and recording payroll deductions and updates. In addition, teamwork with the ability to work within different departments and with other staff is necessary to be successful.

Requirements:

- Five (5) years of relevant experience independently processing a mid-sized company payroll
- Exceptional attention to detail and organizational skills
- Must have the ability to work independently and maintain confidentiality
- Proficient in MS Office products including Excel (Pivot Tables and V-Lookup)
- Strong knowledge of federal/state/local employment laws
- Strong knowledge of Payroll and HRIS applications
- Excellent verbal and written communication skills
- Strong analytical skills with the ability to manage multiple priorities and keep accurate records
- Experience working with Federal & State tax agencies preferred
- CPP (Certified Payroll Professional) preferred
- Valid driver's license and reliable transportation

Qualified candidates should email your resume to: recruiting@legacypmc.com

An Equal Opportunity Employer, our employees are our most valuable asset and Legacy is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy's achievement as well.