



Legacy is seeking an experienced Part-Time *Payroll & Benefits Clerk* to work in our corporate office in Milford, Michigan. The Payroll & Benefits Clerk is responsible for processing bi-weekly payroll and auditing, tracking, invoicing, and providing accurate reporting to the accounting team. In addition, this position maintains employee benefit enrollments and benefit invoice reconciliations. This position is a vital part of our company and will perform various record-keeping and payroll processing activities (tax, direct deposit, benefits, 401k, HSA), including computing wage and overtime payments 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:**

- Three (3) years of relevant experience independently processing a mid-sized company payroll; Experience working in ADP Workforce Now is a plus
- 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
- Knowledge of Accounting principles and preparing budgets is preferred
- Experience working with Federal & State tax agencies preferred
- CPP (Certified Payroll Professional) preferred
- Valid driver's license and reliable transportation

Qualified candidates should apply online or email their resume to: [linda@legacypmc.com](mailto:linda@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.*