

PAYROLL AND ACCOUNTING SPECIALIST

Process payroll for MedBen business units. Ensure adequate internal controls of financial reporting, documenting processes and procedures for ISO9001 requirements and oversee the scheduling, coordination and follow up with various departments of the financial documentation used to prepare financial reports.

Job Responsibilities

- Process payroll and associated payroll functions, including but not limited to regulatory, insurance, and vendor filing for Forms 941/945, FUTA, SUTA, BWC, and short and long-term disability premiums.
- Liaison with HR department on payroll administration matters.
- Provide monthly reconciliation reports to support the general ledger balances.
- Assists in analytical and implementation activities for banking services and products.
- Initiate corrective action for issues discovered.
- Premium tax return preparation and filings.
- Assist with monthly general ledger reconciliations.
- Assist with provider 1099 preparation and distribution.
- Prepare and review work instructions in accordance with ISO9001 requirements, as needed.

Job Requirements

- 2 to 3 years of payroll experience is a plus.
- Associate's degree or equivalent training and education beyond high school.
- Bachelor's degree in Accounting a plus.
- Possesses knowledge of payroll, general ledger, cash management, and banking systems.
- Strong proficiency in Excel, Word, PowerPoint software.
- Possesses good interpersonal skills and the ability to interface with all levels within a company.
- Has demonstrated excellent verbal, interpersonal, and written communication skills.

If you have any questions regarding a specific job position or completing the [MedBen Employment Application](#), please contact MedBen Human Resources Generalist Pam Johnson at (740) 522-7552 or pjohnson@medben.com.

MedBen is an equal opportunity employer, and we consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, genetic information or any other legally protected status.

ISO 9001 CERTIFIED