

## Full Charge Payroll position (Red Bluff)

### Tobin and Associates

\$16.00/hr. start / DOE

Monday – Friday

\*Full-time, year round permanent position



Busy accounting firm seeks a full time, long term, highly skilled Full Charge Payroll professional. The successful candidate will have proven skills in Payroll; computer knowledge, multi-tasking and organizational skills are essential.

#### Position Requires:

- Minimum 3+ years' experience in payroll
- Light bookkeeping duties
- Prevailing wage background a plus
- Must have sound working knowledge of the following software programs: QuickBooks, Excel and Word
- Ability to multi-task
- Strong phone skills
- Solid organizational skills with attention to detail
- Willingness and ability to learn employer's payroll software
- Professional appearance
- Able to maintain a high level of client confidentiality
- *Must* have strong professional references

*\*\*Successful candidates are subject to a pre-employment drug screen and comprehensive background screening.*

**To Apply:** Please submit a cover letter and resume to a JTC Staff person or email to [kgarcia@jobtrainingcenter.org](mailto:kgarcia@jobtrainingcenter.org).

This position is open until filled.

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