

**POSITION TITLE: PAYROLL ADMINISTRATOR**

**Reports to: Senior Staff Accountant**

**Location: Malvern, PA 19355**

**Position Summary:**

Excellent opportunity to join a high-performance Accounting & Finance department within a well-established, national company. Our department enjoys working as a team, and will provide the selected candidate with a warm and supportive environment.

The primary focus of this position is payroll processing. Additionally, it involves junior level accounting duties.

*If you're a junior level payroll processor who enjoys working in a small to mid-size company that's highly entrepreneurial, we'd like to hear from you.*

**Key Responsibilities:**

* Process bi-weekly payroll utilizing Ceridian for a high volume hourly workforce, and for a smaller Corporate workforce of primarily exempt employees.
* Process the entire payroll, handling all aspects, from start to finish.
* Assist with day-to-day payroll and accounting activities, such as bank reconciliations.
* Prepare payroll journal entries.
* Assist with monthly and annual accounting close.
* Maintain strict confidentiality.

**Qualifications:**

* 2 years of previous payroll experience. Prefer experience processing the entire payroll and doing payroll journal entries.
* Team player with ability to work independently.
* Strong organizational and time management skills; able to meet multiple deadlines.
* Able to manage high volumes of financial data with speed and accuracy.
* Strong verbal and written communication skills (phone and email), with the ability to address employee questions regarding their paycheck.
* Proficient with Excel and Word.

**Company Profile:**

PBP is a leading diversified business information and marketing services provider. We have built a unique, customer-focused company that has served hundreds of thousands of companies of all sizes – including the entire Fortune 1000.

PBP is a high-performance, non-political, non-bureaucratic company with an emphasis on continuous learning and long-term thinking. PBP is a recognized industry leader in transforming its business from traditional print to internet / web-based revenue streams.

We love to empower our people to achieve excellence and provide comprehensive employee benefits, including a generous 401(k) match and annual profit sharing, medical and dental plans, paid vacation and sick days, and a college scholarship program for our employees’ children.

PBP is located in Malvern, PA, a suburb of Philadelphia; to learn more about our company visit our website: **www.pbp.com**

**To apply, please email your resume to: lwebb@ pbp.com**