

**Job Opening**

**Company:** Paychex, Inc.

**Position:** Customer Service/Payroll Specialist

**Company contact:** cbosch@paychex.com

**Job type:**

**Job description:**

Candidate will be required to maintain a base of payroll clients, accurately key all payroll related data, maintain a high rate of client retention and client files. Must also be able to correspond with federal, state and local tax agencies, research and resolve client issues, maintain a positive working relationship with clients, agencies and co-worker.

**Required qualifications:**

High School diploma and 3 years customer service experience, data entry skills, 10 key by touch.

**Additional information:**

If interested please forward resume to: cbosch@paychex.com