



Simpeo is looking for a Payroll Specialist to join our growing team! Simpeo is a professional employer organization (PEO), and our mission is to help employer groups grow their businesses, reduce costs, and improve the lives of their employees. Through a single easy to use platform, Simpeo has simplified payroll, benefits, and compliance; we are the PEO of the future.

The Payroll Specialist serves as a contact for our client's payroll needs. The Payroll Specialist is expected to consistently provide excellent service to each client and to ensure that work product is high quality and have fantastic organizational, time management skills, the ability to multitask and adapt to a fast-paced environment.

This is a full-time position, Monday – Friday.

Preferred Education & Experience:

- High school diploma or GED required.
- 3+ years of experience processing high-volume multi-state payrolls daily, required.
- Strong understanding of payroll tax principles and wage and hour laws.
- Payroll certification is preferred but not required.
- PEO experience is preferred but not required.
- Certified Payroll Professional designation is preferred but not required.

Benefits and Perks:

- Paid Time Off
- Robust benefits package including medical, dental, vision & other ancillary benefits.
- Professional development opportunities

Email resumes to careers@simpeo.com