

# **PACE is hiring for a Payroll & Benefits Specialist in New Bedford**

COME JOIN THE PACE FINANCE TEAM!

POSITION AVAILABLE FOR:

**"PAYROLL AND FRINGE BENEFITS SPECIALIST"**

PACE, Inc. is a non-profit Community Action Agency incorporated in 1982 to mobilize and utilize both public and private resources to affect the improvement of the economic and social quality of life for low income residents of the Greater New Bedford area for the last 39+ years.

**The candidate selected to fill this position must have the following qualifications and skills:**

- Associates degree in Accounting required or 10+ years' experience with ADP or equivalent;
- Strong bank reconciliation skills needed;
- Self-motivated, detail oriented with organizational, analytical, interpersonal, and communication skills a must;
- Ability to multi-task as well as maintain a professional relationship with all staff.

This position entails collecting time records for over 150 employees; allocating payroll and taxes to departments using computer system; maintaining employee leave records; processing of hiring/terminations; maintaining employee fringe benefits and processing deductions, garnishments and direct deposits; pay rate and allocation changes; complete wage verification for government and private entities; processing unemployment claims; filing, basic clerical duties and maintaining order logs.

Excellent benefits include paid vacation time, personal time, sick time, and holidays; low-cost health insurance, dental, vision plans, and no-cost life insurance.

**SALARY:** \$24.04 – \$28.85/hour, dependent upon experience and skills; 40 hours per week, 52 weeks. per year.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**E-mail a cover letter, resume and the name of the position you are applying for to:** [hrjobapplications@paceinfo.org](mailto:hrjobapplications@paceinfo.org) no later than: Friday, March 4, 2022

