



## **Payroll Audit Coordinator**

Regional Public Accounting Firm in Chadds Ford

Our client, a growing regional public accounting firm, is seeking a payroll audit coordinator to join their growing team. Based in Chadds Ford, PA, this firm provides auditing, accounting, tax and management advisory services to a broad range of clients. Firm clients include not-for-profit organizations, corporations, high net worth individuals and multi-billion and multi-million-dollar employee benefit plans. The payroll audit coordinator will act as the liaison between the clients and the firm, running the process of coordinating payroll audits for Partners, Managers, and Senior Accountants. This will include arranging travel plans, develop payroll audit schedules, and provide administrative support, accounting, and client services.

### **Requirements:**

- Bachelor's degree in Accounting, Business Administration, or another relevant field
- Three (3) or more years of bookkeeping, payroll, or accounting experience
- Ability to manage priorities and workflow
- Ability to gain consensus amongst multiple stakeholders at all levels
- Strong research, analytical and problem-solving skills.
- Excellent verbal and written communication skills
- Ability to work independently within a team environment and with a customer service focus

**Please Contact:**

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