



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Payroll Clerk

Description:

Preferred Personnel's client is seeking a Payroll Clerk! Responsibilities will include the day to day tasks of payroll, including compiling payroll reports, job cost reporting, and assist with projects and other duties as assigned.

Qualifications:

- **Computer skills: Windows, MS Word, Excel, typing and 10- Key**
- **Well-developed oral and written communication skills**
- **Must be Organized and Detail Oriented**
- **Broad knowledge of Texas payroll policies**
- **QuickBooks Software proficiency is a plus!**

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com