



Job Title: Payroll Specialist

Company: John A Warekois CPA LLC

Hours: Monday to Friday

Status: Full-time/ Part-time/ Flexible Schedule

The Role

We are looking for a Payroll Specialist who takes pride in accuracy, service, and helping businesses run smoothly.

This role is part payroll technician, part client partner. Our payroll team works directly with business owners and their staff to ensure payroll runs accurately, on time, and with the level of care clients expect from a trusted CPA firm.

If you enjoy solving problems, building relationships with clients, and working with numbers that must be right the first time, you'll thrive here.

Why Work Here

At John A. Warekois CPA, we help businesses make smarter financial decisions and build stronger companies. Our team supports clients through payroll, HR guidance, tax planning, and financial strategy so they can focus on growing their businesses.

We're a collaborative group that believes:

- Accuracy builds trust
- Service matters just as much as expertise
- Businesses succeed when the right people support them

You'll work with a team that values professionalism, clear communication, and practical solutions for real business challenges.



What You'll Do

This position manages payroll processing and client payroll support for multiple businesses.

Key responsibilities include:

- Process payroll for multiple client companies
- Review payroll data for accuracy and compliance
- Manage payroll adjustments, corrections, and updates
- Assist with payroll tax filings and quarterly reporting
- Support year-end payroll reporting (W-2s, payroll reconciliations)
- Maintain payroll records and employee data
- Respond to client payroll questions and troubleshoot issues
- Coordinate with HR and accounting team members when needed
- Ensure payroll compliance with federal and state requirements

Must-Have Skills

To succeed in this role, you should bring:

Strong attention to detail

Payroll is unforgiving. Accuracy matters.

Client-service mindset

You enjoy helping people and explaining payroll in a clear way.

Organization and follow-through

You can manage multiple client payrolls and deadlines.

Comfort with numbers and systems

You enjoy working with payroll software and spreadsheets.

Professional communication

Clients trust us with sensitive information — professionalism is essential.



Experience That Helps (But We Can Teach)

We're happy to train the right person. However, experience in the following areas is a plus:

- Payroll processing experience
- Experience with PrimePay, ADP, or similar payroll systems
- Payroll tax filing familiarity – with Francis Online
- Accounting, bookkeeping, or HR exposure
- Experience working in a CPA firm or payroll service environment

What We're Looking For

The best candidates for this role typically have:

- Natural customer service instincts
- A problem-solver mentality
- A high level of integrity and confidentiality
- The ability to stay calm during deadlines
- Pride in delivering work that is accurate and dependable

What You Can Expect

- Competitive compensation
- Professional development and training
- A supportive, team-based environment
- Meaningful work supporting local businesses

Ready to Apply?

If you enjoy working with numbers, helping businesses succeed, and being part of a team that values professionalism and service, we'd love to meet you.

Apply today and join the John A. Warekois CPA team.