

Payroll Specialist / Bookkeeper

Recent graduates and seasoned professionals are encouraged to apply!

Why Mayer, Porter & Nelson, Ltd.

- Our market has tremendous growth potential, meaning great job security!
- We're excited to hear fresh perspectives and new ideas!
- We're located in a smaller community (30 miles from Brainerd) - a great place to raise a family and explore the great outdoors!

We're currently seeking a dedicated and highly motivated team player to assist with and/or lead payroll and bookkeeping engagements.

Responsibilities:

- Processing of live, monthly, and quarterly payroll reports
- Entering checks
- Bank reconciliations
- Ongoing bookkeeping for clients
- Develop professional relationships with clients and staff at all levels

Qualifications:

- 2-4 year degree in Accounting
- Experience and knowledge of payroll procedures
- Familiarity with debits and credits
- Basic accounting background
- Ability to work in a fast-paced environment
- Strong communication, organizational & PC skills

Who is Mayer, Porter & Nelson, Ltd.

A full-service accounting and consulting firm, located in Staples, MN, providing audit, accounting, tax, and consulting services for businesses, individuals and non-profit entities.

What's important to us?

- Finding the next generation of leadership
- Opportunities to grow and learn. Professional training and development are always a priority.
- Time away from the office and flexible schedules – we want you to have an actual balance of life and work including time for family and yourself.

We provide a competitive salary of \$20-\$25/hour, commensurate with experience, and a comprehensive benefits package including a SIMPLE IRA retirement plan, payments toward medical insurance, and cafeteria plan. In addition, we offer excellent opportunity for growth and advancement, and an ideal work/life balance including flexible schedules and a relaxed, professional, collaborative and supportive environment.

*****Full Time opportunities, however, candidates seeking
Part-time opportunities are also encouraged to apply***
Mayer, Porter & Nelson, Ltd. is an Equal Opportunity Employer.**