

Payroll Position

Full-time Opportunity

Gehman Accounting is a small Christian company with locations in New Holland and Mifflinburg, Pennsylvania. We provide services related to payroll, bookkeeping, QuickBooks support, tax preparation, and business mentoring.

Responsibilities

- Process payroll for client accounts
- Manage employee documents
- Mail weekly payrolls and quarterly tax forms
- Provide customer support

Qualifications

- Basic payroll experience preferred but will train
- Computer skills (typing, shortcuts, Word, Excel)
- Excellent customer service skills
- Organized, meticulous, and trustworthy

Send your resume to [hiring@gehmanaccounting.com](mailto: hiring@gehmanaccounting.com). Or complete a job application at gehmanaccounting.com/careers.