

**615-377-4601**

[**www.lbmcstaffing.com**](http://www.lbmcstaffing.com)

Our client in Goodlettsville, TN has an immediate need for a part-time payroll specialist. This role will be approximately 20 – 30 hours a week.

**Job duties:**

* Process payroll for 80 people every other Friday
* Calculate commissions for employees using Microsoft Excel

**Requirements:**

* Experience with ADP
* Proficiency with Microsoft Excel including pivot tables and vlookups

**Experience:**

2 – 5 years

**Interested Candidates**:

Send your resume to Nancy Windley at LBMC Staffing Solutions at nwindley@lbmc.com for consideration.