

# Accounting Representative

## About MPAY, Inc.

MPAY, Inc. has been a producer of high-end enterprise applications for the Payroll/HR industry since 1995. Our Windows-based product, Millennium, is being used by independent payroll providers across the country to produce tens of millions of checks each year.

MPAY is currently seeking qualified candidates for the position of:

### Accounting Representative

The Accounting Representative is responsible for completing various projects or tasks required to support the accounting department.

### Essential Duties and Responsibilities

- Collaborate with corporate bank to transmit and verify data
- Complete ACH Returns
- Check mail daily and distribute
- Scan COBRA checks
- Accounts Payable
- Deposit checks received
- Responsible for answering client or employee accounting questions via phone or email
- Collect and verify VISA receipts monthly
- Responsible for gathering data and reporting for escheatment
- Collect and enter data related to client transactions
- Order office supplies and maintain stock of frequently used supplies
- Complete monthly departmental reporting
- Responsible for purchasing
  - All other duties as assigned

### Education and Experience Requirements

- The ability to organize and prioritize tasks in order to meet deadlines
- The ability to maintain, in the strictest confidence, information received concerning confidential matters
- Recognized completion of a High School diploma or certificate
- Able to work autonomously and with excellent time management skills
- Able to lift up to 20 pounds
- Computer system proficiency
- Ability to work with others in a team environment

MPAY offers an excellent benefits package including medical, dental, flexible spending, health savings, 401(k) with employer match and more.

**Company**  
MPAY, Inc.

**Locations**  
Roanoke, VA

**Status**  
Full-time

**Job Category**  
Accounting

**Reports To**  
Corporate Accountant

**How to Apply**  
For consideration, candidate must e-mail [cover letter, resume and salary history](mailto:accountingjob@mpay.com) to:  
[accountingjob@mpay.com](mailto:accountingjob@mpay.com).  
Please reference Job Code AR-M-01.

No correspondences from placement agencies will be accepted or considered.

Relocation costs are not provided.

No phone calls please.

