



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:

Implementation Analyst

The Implementation Analyst is responsible for the implementation of new clients by analyzing client needs, recommending best practices and by assisting in set-up and support.

Essential Duties and Responsibilities

- Request client license keys
- Develop welcome kit and corresponding documentation
- Coordinate hardware installation
- Assist in software installation
- Assist in pre-training setup
- Conduct or assist in training sessions in accordance with MPI's plan
- Design and implement systems of measure to assess implementation effectiveness
- Assist in set-up and processing of new client's first live payrolls
- Conduct weekly status calls with client's in implementation
- Recommend best practices on processes, procedures, and service bureau organization
- Support client needs for first 3 months
- All other duties as assigned

Education and Experience Requirements

- Four-year degree in relevant field of study or equivalent service experience
- Service Bureau experience recommended, but not required
- CPP certification a plus
- Excellent oral and written communication in conjunction with presentation skills
- Able to work autonomously and with excellent time management skills
- Computer system proficiency
- Ability to work with others in a team environment is required

MPAY offers excellent benefits including full medical and dental, 401(k) and more.

For consideration, candidates must e-mail [cover letter, resume and salary history](mailto:bureaujob@mpay.com) to: bureaujob@mpay.com. Please reference Job Code IA-01-M.

No correspondences from placement agencies will be accepted or considered. Relocation costs are not provided.