

WORK VAPOR

Job Link: <https://workvapor.in/jobs/us-payroll-assistant-mortgage-accounting/>

HIRING ORGANIZATION

krazymantra IT Pvt Ltd

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

? Remote work from: India

DATE POSTED

? April 22, 2026

VALID THROUGH

2027-02-22

US PAYROLL ASSISTANT/SPECIALIST – MORTGAGE ACCOUNTING

DESCRIPTION

krazymantra IT Pvt Ltd

Work mode: Work From Home

Shift timing: Night shift (8:30 PM to 5:30 AM IST)

Experience required: 6+ years

Contact: +91 9081000594

Email: recruiter2@krazymantra.com

US Payroll Specialist – Mortgage Payroll and Accounting Work (Night Remote Role)

This role is for US payroll and mortgage accounting work. Candidate will handle payroll processing, records and financial coordination. Work is fully remote but night shift is required.

About This Work

This job is mainly US payroll and mortgage related accounting work. Person should already have strong experience in ADP payroll system and mortgage process.

Work Nature

This is night shift remote job. Work timing is fixed. Candidate must be comfortable working in US shift time.

Important Note

Only candidates with relevant US payroll and mortgage experience should apply. Incomplete experience profiles will not be considered.

RESPONSIBILITIES

- Process payroll using ADP system
- Handle manual checks and reimbursements
- Manage month end closing tasks
- Maintain employee salary and benefit records
- Support finance and accounting team
- Work on payroll compliance and reports
- Help in audits and documentation

EXPERIENCE

- Minimum 6+ years experience required
- US mortgage experience is must
- Payroll experience in ADP preferred
- Strong knowledge of US payroll rules
- Experience in accounting process

CONTACTS

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