

Position: Payroll Specialist

This list is intended to be a general outline of the major functions performed by the person within this position and is not intended to be inclusive of all functions.

Duties include:

- Monitors and maintains Monday.com (scheduling system) processing boards.
- Monitors and maintains the payroll email inbox.
- Communicates and interacts with clients in a professional manner.
- Performs payroll-related functions including payroll processing, auditing, and maintenance.
- Performs weekend tasks of vendor submission – g/l, w/c, retirements, and new hire reporting.
- Assists the payroll team with daily, quarterly, and other critical deadlines.
- Monitors and maintains the daily ACH files.
- Assists with payroll tax payments of federal and state withholdings in a timely manner.
- Assist with monitoring and maintaining tax ledgers.
- Assist with researching, analyzing, and responding to tax notices.
- Assist with the quarterly and year end processing.
- Assists with onboarding new clients as needed.
- Assists the Payroll Operations Manager/Director of Operations with identifying and implementing process improvements to increase the throughput of the payroll team.
- Steps in to assist wherever needed across the suite of TFG offerings.
- Supports the growth/vision of the company.