



Position: Payroll Specialist

This job description is intended to describe work currently organized and performed by the employee. 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 weekending 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.
- 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.

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