



September 25, 2023

### **Part/Time Payroll Assistant**

Thompson Financial Group, a full-service financial firm offering Estate Planning, Investments, Insurance, and Payroll Processing is growing! In existence since 1962, our firm has locations in both Presque Isle and Bangor, Maine. To assist us in our growth we are looking to hire a Payroll Assistant. Are you detailed oriented, enjoy teamwork, but can also work independently to self-manage responsibilities to completion on your own? If so, we look forward to meeting you!

### **The Ideal Candidate**

**Confident & Kind** - You are respectful, tactful, and kind. You value integrity. Your family values run deep. You are patient and understanding of others' needs. You are open, honest and have the ability and willingness to have difficult conversations when needed. Always treating others with respect, you don't just tell people what they want to hear. You have a sense of humor and genuinely enjoy life.

**Motivated** – Armed with a can-do spirit, inner strength and a powerful support system, you are willing to be pushed out of your comfort zone in the name of making a difference. Achieving excellence is at the core of who you are. You have a “bring it on” attitude and are ready to dig in!

**Detail Oriented** – You are a loop closer, you thrive in a fast-paced environment, and pride yourself on turning chaos into order. You are a quality finisher with exceptional writing and communication skills.

**Dependable** - You have instinctive prioritization skills and don't need to be told what to do or when to do it. You take ownership in your work, have strong follow-through and are willing to jump in to get the job done. You enjoy providing an encouraging environment while maintaining professionalism and are the type of person whose friends come to for advice.

### **Job Description:**

The Payroll Specialist performs a variety of tasks associated with entering and processing payrolls for service bureau customers and serves as the single point of contact for a portfolio of assigned clients.

[growwithTFG.com](http://growwithTFG.com)

### **Job Responsibilities:**

- Monitors phone, fax machine, emails, and software queue for incoming payroll information
- Pull daily file folders for processing payrolls
- Communicates directly with customers, providing exemplary customer service
- Enters payroll and makes changes to company and employee payroll data as requested under strict time constraints
- Imports/Exports data files into/out of payroll software
- Has a proven understanding of pre vs. post tax deductions and certified payrolls
- Uses payroll software to maintain time off accruals and custom reports
- Helps wherever necessary to ensure the department reaches its deadlines
- Prioritizes tasks and demonstrates excellent time management skills

### **Preferred Qualifications:**

- Client confidentiality is a must
- 2yr College degree, business, or professional training,
- Payroll experience (minimum 2 years), preferably service bureau experience but not required
- Customer Service experience (minimum 2 years) Strong communication skills, both written and verbal
- Detail oriented
- Excellent organizational skills
- Reliable and responsible
- Upbeat, positive attitude
- Multi-tasking skills
- Professional work ethic and demeanor
- Works independently in a deadline-driven manner with a willingness to take on new projects as needed
- Must have computer skills

To apply, send your resume and cover letter to [bshaw@growwithfg.com](mailto:bshaw@growwithfg.com)