



**Title:** Payroll Account Specialist  
**Company:** Total Benefit Solutions  
**Office location:** Bellevue, Washington

### **Why Total Benefit Solutions?**

Are you a professional, driven, and motivated self-starter? Have you always wanted to work for an award-winning company that offers exceptional growth opportunities? Then Total Benefit Solutions may be the place for you!

Named by Seattle Business Magazine as one of **Washington's 100 Best Companies to Work For**, Total Benefit Solutions is an international wholesale employee benefits brokerage and third-party administrator. We are a team of service-oriented and self-motivated individuals focused on providing innovative insurance solutions, backed by an unparalleled level of support. We value change, we encourage progress, and we work hard so we can play hard!

### **About the Role**

The Payroll Account Specialist processes all aspects of payroll while providing a high level of customer service. They display maturity in dealing with sensitive and confidential matters, and demonstrate efficiency and flexibility while performing detailed tasks. The Payroll Account Specialist must be comfortable working in a fast-paced environment with frequent interruptions, changing priorities, and multiple deadlines.

### **Responsibilities include:**

- Compiling payroll data, posting wages, and reconciling errors, in order to balance the payroll and maintain payroll records.
- Operating standard office equipment and using required software applications to produce correspondence, electronic communication, and maintaining spreadsheets and databases.
- Identifying and resolving internal discrepancies.
- Researching employee questions concerning paychecks, or pay in general.
- Supporting and sustaining a positive work environment that fosters team performance through your own work and behavior.
- Performing other duties as assigned.

### **The ideal candidate will have the following:**

- Business or Accounting degree from an accredited college preferred; equivalent combination of education and/or experience considered
- Ability to communicate effectively, both orally and in writing
- Prior experience in a customer service environment, and processing payroll preferred
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Knowledge of payroll software or ability to learn specific applications
- Knowledge of Wage and Hour Law

We are proud to offer competitive compensation including base salary, performance based bonus programs, and a comprehensive benefits package.



If you think you are up to the challenge and are interested in joining our dynamic team then submit your resume and cover letter to: [hr@tbsmga.com](mailto:hr@tbsmga.com).

Total Benefit Solutions is an Equal Opportunity Employer.