



Payroll Coordinator

Role Summary:

TEAM (www.teamemployer.com) is a national leader in providing outsourced household employment services. We are looking for an exceptional Payroll Coordinator to join us. This is a unique opportunity to work in a role that directly contributes to the company's mission of quality customer service.

The Payroll Coordinator has the critical role of processing payroll for salaried employees, and is the face of TEAM to outside constituents including clients, partners, and the people we serve, as well as supporting other members of the payroll team. The ideal candidate would be extremely customer service focused, detail oriented, a great communicator, and would thrive working in a cohesive team environment.

What you'll do:

Provide excellent customer service and support to TEAM employees, clients, and internal departments while contributing to TEAM's vision for unparalleled client experience.

- 1) Process payroll for salaried employees
- 2) Answer phones and assist caller or transfer as appropriate
- 3) Respond to correspondence from employees and clients
- 4) Update book of business and system notes
- 5) Process internal tasks to update system information
- 6) Support other team members as needed

These job duties are not all inclusive. The employee will be required to perform other job-related tasks and responsibilities as requested. Job duties and requirements may change as needed, with or without advanced notice.

What you'll need to know/have:

- 1) Client service orientation: represents TEAM professionally and positively to all external parties; provides professional customer services when answering the phone and speaking to employees, client or vendors
- 2) Organization: manages multiple processes and prioritize responsibilities with a high level of attention to detail and accuracy
- 3) Communication: has strong written and verbal communication skills
- 4) Team player: is willing to assist teammates as well as other departments
- 5) Accountability: possesses attention to detail; can complete data entry projects with high accuracy; completes work in a timely manner; is able to maintain confidentiality and exercise discretion
- 6) Computer Skills: knowledgeable in Microsoft Office (Word, Excel, Outlook) as well as Google Docs; Comfortable learning new programs and systems

7) Spanish speaking preferred but not required

About TEAM:

Founded in 2003 and headquartered in San Diego, TEAM provides payroll, outsourced human resources, and risk management solutions which enable individuals to choose their own caregivers and in-home service providers. Beyond payroll and risk management, we specialize in fanatical customer service and have served some of the largest blue-chip banks and financial institutions for over a decade, including: Bank of America, Wells Fargo, BNY Mellon, Northern Trust, City National Bank, Fifth Third Bank, and SunTrust. We are a high-performing culture backed by a premier growth equity firm and led by an experienced team of executives, sales leaders, consultants, and operational professionals. We like to win, but we also have fun doing it: we have a close-knit, family culture and keep things light with our regular team celebrations and daily catered lunches.

Location: San Diego

Job Type: Full-time. This is a professional environment that offers 100% paid health benefits, a wellness program, and other great employee perks. For more information on our team, visit us [at www.teamemployer.com](http://www.teamemployer.com).