



Payroll Administrator

Job type: Temporary

Location: San Diego

Role Summary:

TEAM Risk Management Strategies (www.teamemployer.com) is looking for a Payroll Administrator to join and support our rapidly growing company. This role is responsible for scanning timecards and uploading them into our document management system as well as executing other related departmental tasks. The ideal candidate is detail-oriented, a good communicator, and collaborative. This is an individual contributor role reporting directly to the Payroll Manager. This is an in-office position.

Responsibilities you will own:

- Scan timecards and upload to the electronic filing system.
- Review paper files to ensure they are stored correctly in the company's electronic filing system.
- Audit uploaded files and check for accuracy. Once complete, close out corresponding workflows
- Assist with related department and / or company projects as needed

What we are looking for:

- Accurate and rapid data entry skills
- Excellent team skills and professional demeanor
- High degree of organization and attention to detail
- Strong oral and written communication skills, particularly the ability to communicate to a wide range of audiences
- Ability to maintain confidentiality and exercise discretion
- Strong analytical and problem-solving skills
- Working knowledge of productivity software such as Microsoft Office (Word, Excel and Outlook) and Document Management

Benefits: TEAM offers sick time and recognizes 12 paid federal holidays. For team members based out of the San Diego office, we provide daily catered meals, weekly massages, onsite fitness center, a fully stocked pantry, happy hours, free parking and much more.

About TEAM Risk Management Strategies

Founded in 2003, TEAM Risk Management Strategies is the leading provider of outsourced payroll, human resources and risk management solutions to fiduciaries, trust beneficiaries, high net worth families and other worksite employers of domestic staff and service providers. By serving as the employer of record, TEAM protects those who would otherwise directly employ domestic staff and other service providers from employment-related risks and assumes the hassles of employee administration through the provision of workplace insurance, liability coverage and compliance with evolving employment law. We pride ourselves on providing fanatical customer service nationwide in partnership with hundreds of financial institutions, including many of the nation's largest banks, wealth managers, law firms and corporate partners. We maintain a collegial and fun-loving culture underscored by frequent team celebrations, office pranks and a common passion for those we serve.

Our vision:

To provide expert employment solutions, compassionate service, and creative partnership to the people we serve.

Our mission:

The people we serve and those who support them have peace of mind knowing they can choose their own service providers without the burden or risk of being an employer.

Our values:

- **Teamwork:** We care about each other and the work that we do. We are always ready to lend a helping hand and work together to solve even the toughest challenges.
- **Customer service:** We consistently go above and beyond to provide the highest level of service to our clients. We are responsive, creative and will find a solution to any problem.
- **Accountability:** We are passionate about the work that we do. We hold ourselves and each other accountable to a high standard of quality.



- **Integrity:** We are honest and ethical in our interactions and we do the right thing for the right reason, 100% of the time.
- **Compassion:** We care deeply about our clients, our employees, the families we serve, and each other. We are open-minded and enter into our interactions with respect and an assumption of positive intent.
- **Fun:** We take our work very seriously but not ourselves and we prioritize balanced lives for our team.

Note:

TEAM Risk Management Strategies, LLC is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation, or any other protected characteristic under local, state, or federal law.