



# TOTAL COMFORT GROUP

INFORM . INNOVATE . BUILD . MAINTAIN .

## Payroll Specialist

Since its inception in 2008, the Total Comfort Group has been providing exceptional installation, preventative maintenance and repair services for multi-site commercial and retail operations nationwide. With our nationwide self-performance, we can guarantee on-schedule completion, overnight shipping, critical repair requests and fully customizable services. Our commitment to superior customer experience helps us to extend our services to many elite organizations across the country.

### Our work environment includes:

- Modern office setting
- Growth opportunities
- Casual work attire
- Relaxed atmosphere

Payroll Specialist needed for Human Resources Department to process complex payroll (including medical, PTO and benefits), Qualifications: Two to Three years of experience with data entry with payroll processing software, consolidating timesheet information. Experience working with a PEO a plus. General knowledge of Accounting is helpful. Confidentiality, attention to detail, and excellent organizational skills.

### Responsibilities:

- Consult with employees on questions and problems.
- Auditing payroll submissions for accuracy.
- Use a computer to enter payroll data.
- Strong knowledge of GPS tracking software to validate entries.
- Consult with fellow employees when necessary.
- Other administrative duties as assigned.

**Job Type:** Full-time

### Salary:

\$23.00 - \$26.00 per hour

### Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account

**TOTAL-CG.COM**

246 Industrial Way West, Suite Q Eatontown, NJ 07724 USA

EMERGENCY SERVICE **877.558.5590**

NJ ELEC LIC #15741 NJ HVAC CONTRACTORS LIC #07507





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## Benefits (Continued)

Health insurance  
Health savings account  
Life insurance  
Paid time off  
Parental leave  
Vision insurance

## Physical setting:

Office

## Schedule:

Monday through Friday  
8:00 AM to 5:00 PM

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