

TABITHA SMITH ACCOUNTING & TAX SERVICES
Payroll / HR Coordinator
Position Description

Accepting Applications until June 30, 2023

- **The TSAT Mission is to be a critical part of helping 2 million people find and achieve their personal version of financial success.**
- **The TSAT Culture is to Amaze our clients, not just serve them.**
- **TSAT Core Values include accountability, growth, excellence and trust.**
- **TSAT functions as a full-service CFO firm that provides CFO Advising, Accounting, Payroll and Tax Planning services for small businesses.**

- **The purpose of the TSAT Payroll / HR Coordinator {PHC} is to be a crucial part of the TSAT Mission, to be a high-achieving contributor supporter to the TSAT Team and to support the TSAT Community and prospects.**
- **Our new PHC will help us grow, engage and deepen the connection with our local and global community by providing excellent client service, excellent communication and professional management of payroll operations.**
- **The right PHC will find themselves being challenged and will grow as much in personal growth as career growth.**

What you will love to do...

- ✓ You will provide amazing communication with a variety of small business clients.
- ✓ You will provide amazing communication with a top-notch team.
- ✓ You will create an amazing client experience for accounting, payroll and tax clients.
- ✓ You will follow and implement best practices from customer service gurus like Shep Hyken, and leadership gurus such as Darren Hardy.
- ✓ You will be responsible for submitting payroll and payroll taxes for several clients
- ✓ You will be responsible for handling HR duties as they pertain to several larger clients
- ✓ You will show the ability to perform detailed tasks and organize workload while meeting deadlines
- ✓ You will love 3-day weekends every weekend and Federal Holidays off.
- ✓ You will love the Team Retreats we take through the year.
- ✓ You will love the 3 weeks of paid vacation that you get to take.

- ✓ You will love the growth opportunities and educational experiences.
- ✓ You will love to find and achieve your personal version of financial success with the TSAT Team.

You're the high-achiever we're looking for if...

- ✓ You love to work on being the best version of yourself every single day!
- ✓ You have excellent standards for your work.
- ✓ You have a growth-mindset.
- ✓ You looooooove to hustle!
- ✓ You love to be needed.
- ✓ You love to be organized and on time!
- ✓ You love to be a proactive planner.
- ✓ You love to make checklists and take notes.
- ✓ You have 3-5+ years in QuickBooks desktop payroll software
- ✓ You have experience in Loom, Zoom, Dropbox, Google Drive, Gmail, Microsoft Office Products, SmartVault, Mailchimp, Hubspot, Splashtop and Adobe Acrobat.
- ✓ You are well-versed in amazing customer service best practices.
- ✓ You have strong editing/proofreading ability.
- ✓ You have project leadership experience.
- ✓ You have the ability to adapt to change, to new technology and to new strategies.
- ✓ You have excellent time management skills.
- ✓ You have payroll experience/knowledge
- ✓ You have the ability to communicate in a professional manner in-person, via email and other electronic means.
- ✓ You are looking for a career and not just a job
- ✓ You love to go above and beyond and get things done!
- ✓ Willing to talk through differences instead of settle, including ASKING QUESTIONS

Compensation: Based on experience. BETTER than competitive with unlimited growth opportunities. Salary + bonuses + perks are options.

Notes: This is a full-time position, with some remote work options. The right person can start immediately. Some travel required.

Benefits: Health, 3 weeks paid vacation, Free lunches

Payroll / HR Coordinator Roles and Responsibilities:

- **Payroll preparation and submission**
- **Payroll tax submission**
- **Meet or exceed all payroll and payroll tax deadlines**
- **Prepare and send out W2's**
- **Prepare and send out paystubs**
- **Understanding of pulling timesheets to input data**
- **Onboarding new employees into the payroll software**
- **What is the PHC Measured On**
 - **Key Performance Indicators**
 - **Timely Reports**

Thank you for considering TSAT as your new Amazing opportunity!

How to Apply:

We invite you to record a video of yourself, telling us what resonates with you most from our values and offerings above, and explaining why you're the perfect fit for this position. The video should be 15 minutes maximum. You can send us the video via email, or as a private message on our Facebook Page.

If you do not feel comfortable submitting a video, we understand and respect your choice. In this case, you can send us an email detailing the same information that would be in the video.

Whichever method you choose, we're excited to learn more about you and why you believe you're a fit for our organization!

Thank you for your interest in our company and we look forward to hearing from you!

info@tsataccountingsolutions.com

TSAT Accounting Solutions Facebook

We will not accept resumes for application.