

The Rush Companies is a fully integrated real estate organization delivering development, construction, and property management services throughout the Puget Sound region. Since 1987, we've built a reputation for dependability, teamwork, and excellence by uniting every phase of the project lifecycle under one collaborative team. We're guided by core values of commitment, resourcefulness, integrity, and well-being — principles that shape how we work and how we support one another. Our culture emphasizes growth, empowerment, and meaningful contributions, whether you're in the field, the office, or supporting our communities.

At Rush, we're not just building spaces—we're building relationships, strengthening communities, and creating long-lasting value for the people and projects that shape our region. If you're passionate about making an impact and growing with a team that values purpose and partnership, we'd love to connect.

Job Summary

The Payroll and Benefits Administrator is responsible for the timely and accurate preparation and completion of all procedures related to payroll and benefits administration, as well as providing support to the Human Resources Team in HR related functions. The person in this position is exposed to a large volume of sensitive, confidential information regarding employees and the company, and is required to be discreet, confidential, and diplomatic.

This position is designed for an experienced payroll professional who has independently managed full-cycle payroll and benefits administration. You possess a strong working knowledge of payroll tax regulations, compliance reporting, and Washington State requirements. Because our system requires active oversight, you must be comfortable identifying discrepancies and resolving issues without system-driven alerts. You take ownership of accuracy, exercise discretion, and understand the importance of payroll as both a financial and a compliance responsibility.

Essential Duties & Responsibilities

- Prepares and processes bi-weekly payroll for approximately 140 employees across six companies
- Submits all State and Federal reporting to include new hires, quarterly tax filings, W-2's, 1099's and ACA reporting

- Process employee lifecycle events, including new hire onboarding, separation, benefit life events, promotions, and employment status changes
- Maintains personnel files in relation to payroll and related documents
- Responsible for open enrollment and monthly benefit reconciliation
- Employee point of contact for all benefits-related questions and issues; primary resource for vendors and third-party administrators
- Identifies areas of improvement to streamline payroll and benefits processes
- Processes garnishment notices
- Documents and updates procedures for payroll processing
- Lead 401k audit and eligibility process

Supporting Duties & Responsibilities

- Collaborates with the VP of Operations to interpret company policy
- Willing to work independently or as a team on various special projects

Job Requirements

Education

- Associate's Degree in Business, Accounting, and/or Human Resources-related field, or equivalent combination of education and experience.

Experience

- Minimum of five years' experience processing and administering payroll, including experience with payroll systems.

Qualifications

- General accounting knowledge and experience
- Experience with Sage AS 300 a plus
- MS Office Suite, including strong Excel proficiency
- Strong math aptitude
- Strong analytical, technical, and problem resolution skills

- Ability to adapt to the changing demands of the business
- Excellent written and verbal communication skills

Certifications and/or Licenses

- Certified Payroll Professional (CCP), a plus.

Physical Requirements

The physical demands of this job are consistent with a clerical-type position. Must be able to lift up to 25 pounds.

Compensation & Benefits

Compensation:

- **Salary Range:** \$75,000-\$95,000 (DOE)
- Annual bonus opportunity based on company and individual performance.
- **Benefits:** Medical, Dental, Vision, Life Insurance, Dependent Care Insurance, HSA, FSA, Employee Assistance Program, Short Term Disability Insurance, 401 (k), 401 (k) Match. Other supplemental plans available upon request.
- **PTO:** 108 hours of paid time off (combined vacation and sick leave) per year
- **Paid Holiday:** 8 paid company holidays annually.

For more information about The Rush Companies, please visit therushcompanies.com.

Equal Opportunity & Drug-Free Employer

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or a comprehensive list of all possible job duties and responsibilities.