

## Payroll Clerk

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$20.43 to \$23.65 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Support the Payroll department as a Payroll Clerk at a growing company in the Non-Profit industry Robert Half has partnered with, based in the Sacramento, California area. This is a great opportunity for a self-starter to work with an industry leader on a career path with growth in this challenging position. The position's responsibilities include being able to effectively communicate with the internal team and outside customers. The Payroll Clerk position requires the candidate to perform data entry, reconciliation of timecards, paycheck distribution and provide statements to various departments. This Payroll Clerk opportunity is a long-term contract / temporary to hire employment role.

What you get to do every single day

- Be the main point of instruction/training contact to employees regarding payroll-related best practices
- Communicate with organization employees via a variety of channels to obtain approvals of timesheets
- Build a system of administering and distributing reports
- Data entry into spreadsheets and the payroll system
- Construct and run custom reports
- Compile data into spreadsheets and the payroll system
- Carry out clerical duties such as filing, scanning, faxing, photocopying, etc

### Requirements

- Skillful in learning new processes and systems
- Previous payroll experience
- Prior Payroll software experience preferred
- Accurate, swift, data entry abilities
- Full Cycle Payroll experience
- Strong time management and organizational skills
- Excellent written, verbal and social communication skills
- Observant, accurate and able to thrive in a fast-paced environment

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Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**