

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: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is hiring a Payroll Clerk for one of our clients in the healthcare industry—if you want to join a dynamic, fast-growing team, you are encouraged to apply! Your responsibilities will consist of supporting the Payroll department in a variety of ways, including data entry, reconciliation of timecards, paycheck distribution and providing statements to various departments. The ideal candidate must be able to effectively correspond with both the internal team and outside customers. If you're looking for a challenging position with an industry leader that offers plenty of career growth opportunity then this Payroll Clerk opening may be a great fit for you. Based in the Sacramento area, this Payroll Clerk position is a great opportunity for candidates seeking short-term temporary employment.

What you get to do every day

- Build a system of administering and distributing reports
- Data entry into spreadsheets and the payroll system
- File, scan, fax, and perform other clerical duties as required
- Run and build custom reports
- Supply the organization with instructions/training regarding the use of payroll-related systems including entry of timesheets, online access of pay statements, etc.
- Make sure data entered into spreadsheets and the payroll system is accurate
- Manage communications with employees on timesheet approvals

Please contact Narghes at 916.273.9750

Requirements

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- Payroll software experience is a plus
- Excellent data entry skills
- Skillful in learning new processes and systems
- bi-Monthly Payroll experience desired

- Account reconciliation experience
- Highly organized and self-motivated
- Excellent verbal, written, and social communication skills
- Previous payroll experience
- Attention to detail and demonstrated ability to follow standard procedures is a requirement

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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Questions? Call your local office at 1.888.490.4154. 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 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.