

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: \$23.00 to \$26.00 hourly
Employment status: Contract / Temporary

Description

About Us:

Robert Half is a global leader in specialized staffing services, providing skilled professionals in the fields of accounting, finance, technology, and administrative support to businesses of all sizes. With a commitment to excellence and a focus on connecting talented individuals with rewarding opportunities, we empower companies and job seekers to achieve their goals.

Position Overview:

Robert Half is seeking a dedicated and detail-oriented Payroll Clerk to join our team. The Payroll Clerk will be responsible for accurately processing payroll for our clients, ensuring compliance with all relevant regulations and timely delivery of payments to employees. This is an excellent opportunity for a motivated individual with strong organizational skills and a passion for payroll administration.

Responsibilities:

- Process payroll for clients accurately and in a timely manner, including calculating wages, deductions, and overtime hours.
- Verify timekeeping records and resolve discrepancies as needed.
- Prepare and distribute payroll checks or electronic transfers to employees.
- Process and submit payroll taxes and other withholdings to appropriate authorities.
- Respond to employee inquiries regarding payroll-related matters and provide excellent customer service.
- Maintain accurate payroll records and documentation in accordance with company policies and regulatory requirements.
- Assist with year-end reporting and reconciliation processes.
- Stay informed about changes in payroll regulations and ensure compliance with federal, state, and local laws.

Requirements

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- High school diploma or equivalent; Associate's degree in Accounting or related field preferred.
- Minimum of 1-2 years of experience in payroll processing or related financial role.
- Proficiency in Microsoft Office Suite, particularly Excel, and experience with payroll software (e.g., ADP, Paychex, Kronos).
- Strong attention to detail and accuracy with the ability to prioritize and manage multiple tasks effectively.
- Excellent communication and interpersonal skills with the ability to interact professionally with clients and internal stakeholders.
- Knowledge of payroll principles and practices, including understanding of payroll taxes and regulations.
- Ability to maintain confidentiality and handle sensitive information with discretion.

If interested, please apply today!

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.

Robert Half works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit 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.