

## Payroll/AP Specialist

**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:** \$28.00 to \$32.00 hourly

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

### Description

Robert Half is seeking a Payroll/AP Specialist for a temporary to hire opportunity in Reno, NV. As the Payroll/AP Specialist you will be responsible for accurately processing payroll and managing accounts payable functions. With approximately 200 employees, precise attention to detail and compliance with relevant regulations are essential to ensure smooth operations.

### Responsibilities:

- Process bi-weekly payroll for approximately 200 employees accurately and timely using our payroll software system.
- Calculate and input wage adjustments, bonuses, overtime, and other compensation changes as necessary.
- Ensure compliance with federal, state, and local payroll regulations and laws, including tax withholding, garnishments, and reporting requirements.
- Reconcile payroll discrepancies and resolve any issues promptly.
- Prepare and distribute payroll reports to management as needed.
- Manage the accounts payable process, including reviewing invoices for accuracy, obtaining necessary approvals, and processing payments.
- Maintain vendor records and ensure timely payments to vendors.

If interested please apply today and for immediate consideration call Keisha Lawrence at 775-313-0454

### Requirements

- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred.
- Minimum of 2-3 years of experience in payroll processing and/or accounts payable, preferably in a healthcare or similar industry.
- Proficiency in using payroll software and accounting systems; experience with ADP or similar payroll software is preferred.
- Strong understanding of payroll regulations, tax laws, and compliance requirements.
- Excellent attention to detail and accuracy in data entry and calculations.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office applications, especially Excel.

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

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

