

Payroll Administrator

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: \$27.71 to \$32.09 hourly
Employment status: Contract / Temporary

Description

Do you have excellent interpersonal and communication skills? Robert Half is looking for Payroll Administrator candidates who know how to effectively problem solve, and possess a solid knowledge of Microsoft Office software. The Payroll Administrator position is a short-term contract / temporary opportunity based out of Walnut, California. This forward-thinking team at an innovative company in the Real Estate - Developers industry is looking for a Payroll Administrator, who will perform all functions necessary for the preparation and processing of employee payroll. If you want to become part of an enthusiastic team and thriving culture and take the right steps toward advancing your career, don't wait—call us today.

What you get to do every day

- Execute relevant weekly, monthly, quarterly, and year-end reports to circulate amongst department heads
- Retrieve and assess information in order to resolve payroll discrepancies
- Manage employee deductions and other liabilities
- Handle all payroll information questions and requests
- Guarantee company compliance with federal and state regulations and guidelines
- Calculate employee federal and state income and social security taxes and employer social security, unemployment, and worker compensation payments to establish payroll liabilities
- Managing payroll information by keeping proper records for collecting, calculating, and entering data
- Secure confidential payroll operation information and maintain employee confidence
- Maintain all updates of payroll records by tracking changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers
- Organize and compile summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages in order to draft relevant reports
- Deliver assistance to payroll with internal and external audits
- Continue implementation of established policies and procedures to maintain payroll operations, reporting changes where necessary
- Offer proper review and verification of source documents
- Miscellaneous duties as assigned

Requirements

- Capable of managing high volume multi-state payroll, billing, licensing, AP, etc.
- Data entry, document management, file creation and previous records experience required
- Mastery of internal controls
- Prior experience using accounting software
- 2+ years of relevant experience in payroll
- Expertise in Multi-state Payroll
- Solid understanding of JD Edwards EnterpriseOne
- Certified Payroll Professional designation preferred
- Understanding of basic accounting principles and solid financial acumen

- Extraordinary analytical, quantitative and social skills
- Reliable skills in Microsoft Office with excellent Excel skills
- Knowledgeable about federal and state payroll regulations and requirements

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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.