

Quechan Indian Tribe (5300)
To: Employment Counselor
Date: 05/20/2024



33487

Boca Raton, FL, 33487

Payroll 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: \$32.00 to \$36.00 hourly

Employment status: Contract / Temporary

Description

Are you seeking a challenging position at a well-known company? Then you may be interested in this opening for a Payroll Clerk. Robert Half is looking to fill a position on a team at one of our clients for a skilled Payroll Clerk. This position will call for a variety of duties, including data entry, reconciliation of timecards, paycheck distribution and providing statements to various departments. In order to successfully perform as part of this dynamic, fast-growing team, a candidate will need to communicate effectively with both internal team members and outside customers. This Payroll Clerk opportunity is based in the Boca Raton, Florida area and is a long-term contract / contract employment role.

Responsibilities: Ensure adherence with policies, as well as all US Federal, State and Local regulatory compliance requirements as it relates to time and attendance activities (e.g., leaves, time off, holiday, etc.). Audits time entries and submits case documentation to vendor for garnishment processing; calculates and processes special checks. Answers inquiries regarding payroll and time/attendance. Responds to employee and queries related to leaves pay issues. Reviews and resolves inquiries through the case management tool. Research and resolve ACH returns and/or lost checks. Provide time correction data for Payroll Input processed by the vendor. Input hours for Short Term Disability pay in time system. Create cases for garnishments/support orders to vendor. Process Bureau of Labor Statistic Reports and Unsupported Vendor Incidental Employment Verifications. Process improvement and comprehensive understanding of the cross-functional processes that impact time and attendance processes and Kronos. Supports payroll project and the Sr. T & A Specialist and Supervisor when necessary for Kronos special request for example collection of time and attendance data

Requirements

Qualifications: High School Diploma or equivalent. Knowledge of case management systems. Knowledge of Kronos Time Management preferred. Knowledge of Workday Payroll preferred. Knowledge of Workday HCM is a plus. Knowledge of any Payroll or Time and Attendance System preferred. 1 – 3 years' experience in time management, payroll or accounting. Strong organizational skills and time management. High attention to detail and accuracy. Ability to prioritize work to ensure critical deadlines are met. Ability to work in independent or team environment. Strong communication skills, verbal, written and listening. Experience providing customer service (e.g., handling difficult customers) with proven ability to be sensitive to each customer and apply strict confidentiality. Highly proficient in all Microsoft Office programs, most importantly Excel intermediate level preferred

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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.