

Quechan Indian Tribe (5300)
To: Employment Counselor
Date: 05/19/2024



23851
Franklin, VA, 23851

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: \$18.05 to \$20.90 hourly

Employment status: Contract / Temporary to Hire

Description

Payroll Specialist needed for local Municipality for a contract-to-permanent opportunity. As a Payroll Specialist, you will play a crucial role in ensuring accurate and timely payroll processing. You will be responsible for managing all aspects of payroll, including data entry, payroll processing, and maintaining accurate records. The ideal candidate will have a strong attention to detail, excellent organizational skills, and the ability to work effectively in a fast-paced environment. Furthermore, the ideal candidate will have considerable experience with Reconciliations: Benefits Rec's, Bank Rec's, Invoice Rec's, Retirement Benefits Rec's) and should also have experience with Open Enrollment, Deferred Compensation, and deductions.

Requirements

Responsibilities:

- Process payroll for employees accurately and in a timely manner
- Verify timekeeping records and resolve any discrepancies
- Calculate and process employee deductions, including taxes, benefits, and other withholdings
- Prepare and distribute payroll reports to management as needed
- Assist with payroll-related inquiries and provide exceptional customer service to employees
- Maintain accurate payroll records and employee information in our payroll system
- Reconciliations of all payroll related data
- Experience with Benefits administration, deductions, and deferred compensation
- Assist with special projects and other duties as assigned by management

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.

© 2024 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

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

This Job Posting will expire in 10 days.