

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/20/2024



95110  
San Jose, CA, 95110

## 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:** \$38.95 to \$45.10 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is seeking a Payroll Administrator who can process payroll and is proficient with Microsoft Office applications to fill a role with a company in the Education field. This position might be the one for you if you possess dynamic and strong communication skills and problem-solving capabilities. This position is an opportunity for career growth on a dedicated and passionate team. The Payroll Administrator opportunity will be located in San Jose, California as a long-term contract / temporary role.

#### Major responsibilities

- Other duties as assigned
- Using federal and state regulations and guidelines, ensure company compliance
- Help payroll manage all internal and external audits
- Calculate employee federal and state income and social security taxes and employer social security, unemployment, and worker compensation payments to establish payroll liabilities
- Execute relevant weekly, monthly, quarterly, and year-end reports to circulate amongst department heads
- Handle payroll record updates by keeping changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers
- Ensure employee confidence by protecting payroll operations and confidential information
- Manage payroll discrepancies by collecting and analyzing information
- Reconciling of employee deductions and other liabilities
- Follow established policies and procedures to maintain payroll operations and report changes as necessary
- Compile summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages as part of report preparation
- Collect, calculate, and enter relevant data to maintain payroll records
- Answer questions and requests related to payroll information
- Offer proper review and verification of source documents

### Requirements

- Capable of managing high volume multi-state payroll, billing, licensing, AP, etc.
- Reliable skills in Microsoft Office with excellent Excel skills
- Excellent data entry skills
- Expertise in federal and state payroll regulations and requirements
- Extraordinary analytical, quantitative and social skills
- Meet and uphold Certified Payroll Professional criteria
- Understanding of internal controls
- Relevant experience should include 2+ years in payroll
- Understanding of basic accounting principles and solid financial acumen
- Solid understanding of payroll systems for 100-500 employees

- Prior experience using accounting software

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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.**