

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/13/2024



94085
Sunnyvale, CA, 94085

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: \$35.63 to \$41.25 hourly
Employment status: Contract / Temporary

Description

At Alpha and Omega Semiconductor (AOS), we design, develop and globally supply a broad range of power semiconductors, including a wide portfolio of Power MOSFET, IGBT, IPM, TVS, GaN/SiC, Power IC and Digital Power products. You will find our products in everyday applications including personal computers, graphic cards, gaming consoles, TVs, home appliances, smart phones, power tools, and more! At the center of our innovation is our people who bring passion, talent, and a collaborative atmosphere to our growing company. We offer an impressive benefit package and career development opportunities. If you are ready to take the next step in your career working with a team of passionate and talented people, then take a look at the job opportunity below to POWER your career!

We are looking for a detail-oriented professional to take on a challenging and fulfilling Payroll Manager role located in Sunnyvale, CA. This position takes a leading role in managing payroll for a bi-weekly, high-volume manufacturing payroll environment.

Job Responsibilities include:

Own and manage full cycle payroll processing for 700+ salaried and hourly employees, including the following:
review employee timecards to ensure proper approval is obtained
ensures accurate calculations related to new hires, terminations, and changes of pay rates
process garnishments, levies, and leave of absences while maintaining proper records
validate payroll data and review payroll reports to ensure accuracy
Collaborate closely with HR on payroll processing
Ensure timely and accurate processing of all reporting and filing requirements
Maintain and provide documentation for various financial statements audit and government audit
Develop and maintain internal controls to ensure accurate payroll processing
Proactively works to identify process improvements and implement solutions
Coach and supervise one payroll staff member
Qualifications:

10+ years of ADP Workforce Now payroll experience with a multi-state payroll
Professional qualification such as CPP preferred
Strong understanding of compliance matters
Knowledge and implementation of payroll best practices
A self-starter, who will take the initiative to lead and drive Payroll
Understanding and ability to maintain employee and payroll information confidentiality at all times
Strong computer skills, including Microsoft Excel and Word

Requirements

ADP Workforce Now

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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.