

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/18/2024



94404  
San Mateo, CA, 94404

## Payroll Clerk

**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

This is a part-time 100% remote opportunity to support an HR manager with full-cycle payroll. This opportunity will require your own laptop with a flexible schedule where you will never be asked to go into the office. Work from anywhere, as long as it is within PST or CST. If this is you and you, apply now! With a job this flexible you will be working three four hour days and can easily balance work, life and family.

#### Key responsibilities

- Data entry into spreadsheets and the payroll system
- Build and run custom reports
- Compile data into spreadsheets and the payroll system
- Administer and distribute reports as instructed
- Deliver instruction/training to employees regarding the use of payroll-related systems including entry of timesheets, online access of pay statements, etc.
- Manage communications with employees on timesheet approvals
- Conduct clerical duties such as filing, scanning, faxing, photocopying, etc

### Requirements

- 1+ years of previous payroll experience
- Attention to detail and proven ability to follow standard procedures is a requirement
- Payroll software Expensify experience recommended (they plan to implement Expensify with your help!)
- Benefits, 401K payroll experience
- Process Expense Reports experience
- Full Cycle Payroll experience required
- Experience with high volume data entry

- Possess strong organizational and follow-up skills
- Ability to easily learn new systems (currently they are using Gusto)
- Strong communication and interpersonal skills

---

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 puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

© 2022 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.**