Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 03/28/2024

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is now hiring!

94545

Hayward, CA, 94545

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: $17.41 to $20.16 hourly
Employment status: Contract / Temporary

Description

If you want to work as part of a dynamic, fast-growing team, Robert Half's new Payroll Clerk opening might be right for you! In this role, you will get the chance to support the Payroll department in a variety of methods including data entry, reconciliation of timecards, paycheck distribution and providing statements to various departments. Candidate should understand how to properly communicate effectively with both the internal team and outside customers. If you're looking to grow your career as a Payroll Clerk then this opening with an influential company may be a great opportunity for you. This Payroll Clerk opportunity is based in the Hayward, California area and is a short-term contract role.

Your responsibilities in this role

- Data entry into spreadsheets and the payroll system

- Contact employees via email and phone to obtain timesheet approvals

- Distribute and administer reports as instructed

- Run and build custom reports

- Be the main point of instruction/training contact to employees regarding payroll-related best practices

- Perform clerical duties such as filing, scanning, faxing, photocopying, etc

- Fill in data into spreadsheets and the payroll system

Requirements

- Previous payroll experience
- Data entry, document management, file creation and previous records experience required
- High attention to detail
- Excellent organizational and multitasking skills
- Sound written and verbal communication skills
- Solid understanding of data entry
- QuickBooks experience preferred
- Review Timesheets experience preferred
- Deep understanding of Employee Timesheets
- Proficient in Payroll software
- Skillful in learning new processes and systems

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This Job Posting will expire in 10 days.