

## 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:** \$36.00 to \$45.00 hourly  
**Employment status:** Contract / Temporary

### Description

If you can process payroll and have proficiency in ADP Workforce Now, Robert Half has a Payroll Administrator opening you might be interested in. This might be the right opportunity for your career if you can handle a dynamic work environment that requires strong communication skills and problem-solving abilities. Belonging to a dedicated and dynamic team, this opportunity is an excellent chance for career growth. Based in San Jose, California, the Payroll Administrator position is a short-term contract / temporary opportunity.

What you get to do every single day

- Manage issues related to employee deductions and other liabilities, including reconciling
- Payroll record maintenance by tracking changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers
- Take charge of all questions and requests related to payroll
- Payroll information management via collecting, calculating, and entering data
- Detail all payroll liabilities by establishing employee federal and state income and social security taxes and employer social security, unemployment, and worker compensation payment
- Handle payroll discrepancies through information collection and analysis
- Ensure employee confidence by protecting payroll operations and confidential information
- Reviewing and verifying source documents
- Follow established policies and procedures to maintain payroll operations and report changes as necessary
- Manage other tasks as assigned
- Help payroll manage all internal and external audits
- Ensuring compliance with federal and state regulations and guidelines
- Put together for department heads the circulation of weekly, monthly, quarterly, and year-end reports
- Produce reports after compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages

## Requirements

- 3+ years of payroll experience
- Expertise in federal and state payroll regulations and requirements
- Proficient with high volume multi-state payroll
- ADP Workforce Now experience
- Full Cycle Payroll experience
- Strong analytical capabilities and discernment
- Knowledgeable of basic accounting principles and solid financial acumen
- General proficiency in Microsoft Word and Microsoft Excel preferred
- Prior experience working with accounting software

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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.

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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.**