

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/14/2024



95131

San Jose, CA, 95131

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: \$28.00 to \$33.00 hourly

Employment status: Contract / Temporary to Hire

Description

We have partnered up with an organization in the San Jose area who has an immediate need for a Payroll Specialist to join their expanding team. This position is a full-time contract role with the opportunity to convert based on performance.

What We're Expecting:

- Prepare and submit paper payroll checks for employees
- Collect banking information for direct deposit setup and initiate deposits on paydays
- Reconcile the general ledger regarding payroll transactions
- Records changes affecting net wages such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records
- Address and resolve employee complaints relating to the payroll system
- Prepare reports to relevant departments about payroll, company budget and expense
- Have a knowledge of and keep current with the taxation of salaries, benefits, and other factors

Requirements

- Experience with ADP Workforce Now
- Associate's or bachelor's degree in business or accounting preferred
- Proven experience in a payroll position in a fast-paced environment required

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