

## Senior 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:** \$45.60 to \$52.80 hourly  
**Employment status:** Contract / Temporary

### Description

We have an urgent need for an experienced and motivated Payroll Manager to join our team in the Palo Alto, California area. Do you provide extraordinary customer service? Do you bring skill and enthusiasm to tasks involving timely and accurate compliance payrolls? Do you regularly brainstorm ideas on how to better existing conditions? Then your ideal may be a great match for this Payroll Manager opportunity. You will be responsible for various payroll operations (vendors, systems, processes and integration). Don't set yourself back by delaying to apply for this position at Robert Half! This is a long-term contract / temporary opportunity.

#### Key responsibilities

- Take responsibility for internal and external audits
- Work hand-in-hand with additional members of senior Finance leadership staff to get the job done
- Maintain internal safeguards by managing record keeping and control systems
- Support payroll staff as well as operations
- Recruit a team and then build upon its success
- Work on weekly, monthly, and special compensation payroll runs, in addition to interpreting pay policies (LOA, disability, worker's compensation, vacation, bonus, etc.) and making sure accurate amounts/deductions are applied to earnings codes in compliance with all local, state, and federal laws
- Partner with other areas in Finance, as well as Human Resources, Tax, IT, and other departments as necessary for reporting, compliance and strategic analysis
- Enhance current processes by suggesting, leading, and working on projects
- Relay information and data to senior executives and cross-functional business leaders and reply to any questions
- Payroll analysis
- Taking the lead on pre- and post-payroll auditing/reconciling procedures, as well as troubleshoot anomalies

### Requirements

- Expert in payroll-related cloud-based technology solutions
- Certified Payroll Profession (CPP) certification vital
- Knowledge of multiple payroll applications
- To perform this job successfully, you need to have strong interpersonal skills
- General familiarity with Workday HCM
- Local Payroll Tax experience
- Payroll Tax Returns experience preferred

- Demonstrated knowledge of Workday Payroll
- Proficiency in Payroll Tax Reporting
- Adeptness in workday
- Solid understanding of Payroll Tax Deposits
- Payroll tax experience
- Excellent communication skills (written and verbal)

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**This Job Posting will expire in 10 days.**