

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/02/2024



94005
Brisbane, CA, 94005

Payroll Clerk & HR Assistant

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: \$34.20 to \$39.60 hourly
Employment status: Contract / Temporary to Hire

Description

Robert Half is seeking a Payroll Clerk/Bookkeeper to join a private/small business in the Brisbane, CA location. This role consists of supporting the Owner with a variety of responsibilities including data entry, reconciliation of timecards, paycheck distribution and providing statements to various departments. The ideal candidate must be able to effectively correspond with both the internal team and outside customers. The client is open to a part-time contractor or those seeking full-time hours. This role may grow into a contract to hire opportunity.

Your responsibilities

- Gather data into spreadsheets and the payroll system (Paychex)
- Conduct clerical duties such as filing, scanning, faxing, photocopying, etc.
- Data entry into spreadsheets and the payroll system
- Build and run custom reports
- Accounting & Human Resources duties as assigned
- Communicate with organization employees via a variety of channels to obtain approvals of timesheets
- Distribute and administer reports as instructed

Requirements

- Comprehensive knowledge of Paychex Payroll is a plus, but not required
- Microsoft Excel experience
- Basic Bookkeeping experience preferred; knowledge of payroll
- Human Resources (HR) Administration experience
- Data entry experience
- Payroll software experience suggested
- Excellent verbal, written, and social skills

- Ability to easily learn new systems
- Possess strong organizational and follow-up skills
- Detailed and have the ability work independently
- 2+ years of previous payroll experience is preferred

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

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