



is now hiring!

## 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:** \$38.95 to \$45.10 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is seeking a Payroll Administrator who can process payroll and is proficient with Microsoft Office applications to fill a role with a company in the Education field. This position might be the one for you if you possess dynamic and strong communication skills and problem-solving capabilities. This position is an opportunity for career growth on a dedicated and passionate team. The Payroll Administrator opportunity will be located in San Jose, California as a long-term contract / temporary role.

### Major responsibilities

- Other duties as assigned
- Using federal and state regulations and guidelines, ensure company compliance
- Help payroll manage all internal and external audits
- Calculate employee federal and state income and social security taxes and employer social security, unemployment, and worker compensation payments to establish payroll liabilities
- Execute relevant weekly, monthly, quarterly, and year-end reports to circulate amongst department heads
- Handle payroll record updates by keeping changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers
- Ensure employee confidence by protecting payroll operations and confidential information
- Manage payroll discrepancies by collecting and analyzing information
- Reconciling of employee deductions and other liabilities
- Follow established policies and procedures to maintain payroll operations and report changes as necessary
- Compile summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages as part of report preparation
- Collect, calculate, and enter relevant data to maintain payroll records
- Answer questions and requests related to payroll information
- Offer proper review and verification of source documents

### Requirements

- Capable of managing high volume multi-state payroll, billing, licensing, AP, etc.
- Reliable skills in Microsoft Office with excellent Excel skills
- Excellent data entry skills
- Expertise in federal and state payroll regulations and requirements
- Extraordinary analytical, quantitative and social skills
- Meet and uphold Certified Payroll Professional criteria
- Understanding of internal controls
- Relevant experience should include 2+ years in payroll
- Understanding of basic accounting principles and solid financial acumen
- Solid understanding of payroll systems for 100-500 employees
- Prior experience using 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.**