

Payroll Associate

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: \$33.25 to \$38.50 hourly

Employment status: Contract / Temporary to Hire

Description

Our client is seeking to hire a Payroll Associate (Contractor to full-time hire) to join the Payroll team in San Mateo, CA. This is an onsite position and will start quickly. This client is a growing company and is well established. Apply today for immediate consideration!

What you get to do:

- Be responsible for full-cycle payroll of 500+ employees (multi-state)
- Process leave of absence payments, terminations, retroactive payments, commissions, bonuses, garnishments, & adjustments
- Audit payroll records
- Communicate with managers, employees and co-workers on payroll-related issues
- Provide employee assistance (customer service)
- Generate reports
- Perform payroll reconciliations (daily/bi-weekly/monthly)
- Assist with outstanding tax filing items

Requirements

- Working knowledge of ADP Workforce Now
- Microsoft Office products (Word, Excel to include Pivot Tables, and PowerPoint)
- College degree preferred, but not required
- 3+ years of progressive experience in payroll processing
- Working knowledge of state and federal wage and state tax laws and overtime requirements

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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.