

Payroll Specialist - Part Time

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: \$23.75 to \$27.50 hourly
Employment status: Contract / Temporary

Description

Incumbent will primarily oversee Payroll, Benefits, and Human Resources. They will also do misc. admin work including but not limited to:

1. Human Resources
 - a. Processing Benefits
 - b. Recording Incidents
 - c. Filing Claims
 - d. Managing employee injuries and workers compensation
 - e. Employee Relations
 - f. Reviews, Employee Discipline
 - g. Other duties as needed
2. Payroll
 - a. Processing Biweekly Payroll
 - b. Onboarding and Terminations
 - c. Entering Payroll into Accounting System
 - d. Biweekly and Quarterly Audits
 - e. Wage Changes
 - f. Keeping all internal spreadsheets current
3. Office Duties
 - a. Reviewing multiple Accounts Receivable & Accounts Payable documents for accuracy in our system
 - b. Data Entry
 - c. Mailing documents
 - d. Filing
 - e. MISC admin projects
 - f. Answering phones

Requirements

bi-Monthly Payroll, Payroll - Multi-State, ADP Workforce Now

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's](#)

[Terms of Use.](#)

[Apply Here For Job Posting](#)

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

This Job Posting will expire in 10 days.