

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/28/2024



94085
Sunnyvale, CA, 94085

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: \$35.63 to \$41.25 hourly
Employment status: Contract / Temporary

Description

At Alpha and Omega Semiconductor (AOS), we design, develop and globally supply a broad range of power semiconductors, including a wide portfolio of Power MOSFET, IGBT, IPM, TVS, GaN/SiC, Power IC and Digital Power products. You will find our products in everyday applications including personal computers, graphic cards, gaming consoles, TVs, home appliances, smart phones, power tools, and more! At the center of our innovation is our people who bring passion, talent, and a collaborative atmosphere to our growing company. We offer an impressive benefit package and career development opportunities. If you are ready to take the next step in your career working with a team of passionate and talented people, then take a look at the job opportunity below to POWER your career!

We are looking for a detail-oriented professional to take on a challenging and fulfilling Payroll Manager role located in Sunnyvale, CA. This position takes a leading role in managing payroll for a bi-weekly, high-volume manufacturing payroll environment.

Job Responsibilities include:

Own and manage full cycle payroll processing for 700+ salaried and hourly employees, including the following:

- review employee timecards to ensure proper approval is obtained
- ensures accurate calculations related to new hires, terminations, and changes of pay rates
- process garnishments, levies, and leave of absences while maintaining proper records
- validate payroll data and review payroll reports to ensure accuracy
- Collaborate closely with HR on payroll processing
- Ensure timely and accurate processing of all reporting and filing requirements
- Maintain and provide documentation for various financial statements audit and government audit
- Develop and maintain internal controls to ensure accurate payroll processing
- Proactively works to identify process improvements and implement solutions
- Coach and supervise one payroll staff member

Qualifications:

- 10+ years of ADP Workforce Now payroll experience with a multi-state payroll
- Professional qualification such as CPP preferred
- Strong understanding of compliance matters
- Knowledge and implementation of payroll best practices
- A self-starter, who will take the initiative to lead and drive Payroll
- Understanding and ability to maintain employee and payroll information confidentiality at all times
- Strong computer skills, including Microsoft Excel and Word

Requirements

ADP Workforce Now

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