

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/03/2024



94404  
San Mateo, CA, 94404

## Payroll Clerk

**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:** \$27.71 to \$32.09 hourly  
**Employment status:** Contract / Temporary

### Description

This is a part-time 100% remote opportunity to support an HR manager with full-cycle payroll. This opportunity will require your own laptop with a flexible schedule where you will never be asked to go into the office. Work from anywhere, as long as it is within PST or CST. If this is you and you, apply now! With a job this flexible you will be working three four hour days and can easily balance work, life and family.

#### Key responsibilities

- Data entry into spreadsheets and the payroll system
- Build and run custom reports
- Compile data into spreadsheets and the payroll system
- Administer and distribute reports as instructed
- Deliver instruction/training to employees regarding the use of payroll-related systems including entry of timesheets, online access of pay statements, etc.
- Manage communications with employees on timesheet approvals
- Conduct clerical duties such as filing, scanning, faxing, photocopying, etc

### Requirements

- 1+ years of previous payroll experience
- Attention to detail and proven ability to follow standard procedures is a requirement
- Payroll software Expensify experience recommended (they plan to implement Expensify with your help!)
- Benefits, 401K payroll experience
- Process Expense Reports experience
- Full Cycle Payroll experience required
- Experience with high volume data entry

- Possess strong organizational and follow-up skills
- Ability to easily learn new systems (currently they are using Gusto)
- Strong communication and interpersonal skills

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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.**