

## Payroll Associate –San Carlos

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**Job Description:** Why Our Client is Excited About You. You are an energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of payroll support related tasks and able to work independently and in a team setting.

- As a Payroll Associate, you will partner with the Payroll Manager to ensure the accurate preparation and processing of payroll information in a timely manner.
- Our client is located in the heart of the Peninsula and motivated to expand their collaborative team.
- Reasons Why You Should Apply
  - You prepare and process complex bi-weekly payroll
  - You have excellent time management skills and ability to multitask
  - Attention to detail, strong sense of urgency
  - You have excellent written and verbal communication skills Culture
  - Friendly, supportive and highly collaborative
  - Individuals who go above and beyond - Offer continued payroll training What are your

### Qualifications

- 2+ years payroll experience
- Prepare and process bi-weekly payroll for 500+ employees
- Reconcile and allocate insurance & benefit invoices to the proper department
- Knowledge of payroll complexities including (calculating salaries, seasonal bonus potential, & commissions)
- ADP software (highly preferred)

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