

## Physician Payroll Specialist (Remote Position)

**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:** \$31.35 to \$36.30 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is seeking a Physician Payroll Specialist to support our client in the healthcare industry, located in Vancouver, Washington. This role offers a long-term contract employment opportunity where you will be responsible for managing complex pay structures and ensuring accurate payroll processing for our providers. This role requires strong attention to detail and proficiency in Excel, with experience in Workday and Great Plains being a plus.

#### Responsibilities:

- Manage complex pay structures for over 400 providers in the healthcare industry.
- Ensure accurate and efficient processing of payroll on a regular basis.
- Maintain detailed and accurate payroll records for each provider.
- Resolve any payroll-related inquiries from providers in a timely and detail oriented manner.
- Use Excel to manage and organize payroll data effectively.
- Monitor provider accounts regularly and take appropriate action when necessary.
- Leverage skills in Certified Payroll detail oriented (CPP), Multi-state Payroll, and Payroll for over 500 Employees.
- Utilize Workday and Great Plains systems for payroll processing, if experienced.
- Maintain high attention to detail in all payroll activities.
- Ensure compliance with all relevant payroll laws and regulations.

### Requirements

- Must possess certification as a Certified Payroll detail oriented (CPP)
- Proven experience in handling multi-state payroll is essential
- Demonstrable experience with payroll for over 500 employees is required
- Knowledge of healthcare/NHS industry practices is preferred
- Proficiency in payroll software and Microsoft Office Suite, especially Excel
- Excellent analytical and problem-solving skills
- Strong communication and interpersonal skills
- Ability to maintain confidentiality and exercise extreme discretion
- High level of accuracy and attention to detail
- Ability to work independently, manage multiple tasks, and meet deadlines
- Knowledge of federal and state regulations relating to salaries, wages, and benefits
- Bachelor's degree in Accounting, Finance, or related field is preferred.

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All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available including medical, vision, dental, life and disability insurance. Employees hired for our FTEP Program are also eligible to enroll in our company's 401(k) or deferred compensation plan (if eligible). FTEP employees also earn paid time off for vacation, personal needs, and sick time and paid holidays. The amount of Choice Time Off (CTO) received varies based on years of service and is pro-rated based on the hours worked per week. A new FTEP employee earns up to 13 days of CTO and up to 10 paid holidays per calendar year. Learn more at [roberthalfbenefits.com/Resources](https://roberthalfbenefits.com/Resources).

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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.**