
Job Title	Sr. Campus Payroll Coordinator
PVN ID	RF-1906-003141
Category	Administrative Services
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Human Resources
Status	Full Time
Annual Salary	\$68,760.00
Hour(s) a Week	35
Closing Date	Sep 30, 2019 (Or Until Filled)

General Description

This is an administrative staff position, reporting to the Sr. Payroll Supervisor: Payroll in a team environment and exercising independent judgment in the fulfillment of the duties and responsibilities assigned. Performs the functions of a Sr. Campus Payroll Coordinator duties necessary for the accurate calculation of wages, maintenance of records and distribution of payroll reports and withheld monies. Acts as a resource and provides guidance to Campus Payroll Coordinators. Acts as a subject matter expert and/or resource to payroll staff in the area of payroll processing. Under the direction the Sr. Payroll Supervisor, makes technical decisions requiring application and interpretation of data, facts, and procedures.

Other Duties

- Assists the Sr. Payroll Supervisor in the administration and implementation of payroll processing, personnel processing and related issues.
- Processes Time sheets.
- Sets up Direct Deposits, Wage Garnishments and all other payroll deductions and forms.
- Processes New Hire paperwork when necessary.
- Inputs data and Verifies information.
- Responds to requests for wage data from principal investigators and government agencies.
- Interacts with other Human Resources Teams and other RF Departments
- Assists Pls/PDs with e-systems issues, by phone training or actually completing the work for them.
- Responds to inquiries either by telephone, e-mail, written communication or in person.
- Covers for other Team members in their absence or breaks.
- Assists other Human Resources Team members to alleviate heavy workloads.
- Reviews, verifies payroll reports and documents for accuracy; makes necessary adjustments or corrections through journal entries or other established procedures.
- Responds to and provide guidance on complex payroll matters requiring comprehensive knowledge of

payroll policies and procedures; authorizes exceptions to the policy within defined limits.

- Researches, analyzes and resolves difficult or advanced technical problems or questions presented by RFCO staff and field personnel.
- Demonstrate leadership skills by providing guidance to other Payroll Coordinators and staff members in HR.
- Act as a main point of contact for all payroll related questions.
- Provide coverage and support to Assistant Director of Payroll and Sr. Payroll Supervisor.
- Process journal entries and garnishments.
- Serves as one of the points of contacts during internal and external audits.
- Provide support in processing manual checks.
- Able to self-direct work projects.
- Performs other responsibilities and duties as necessary and/or assigned.

Qualifications

- A.A.S. degree (Bachelor's preferred), or 5 years relevant work experience.
- Very well versed in payroll laws and regulations
- Well versed in international students tax regulations
- Excellent public speaking skills
- Computerized payroll computation and/or accounting experience.
- Excellent Math skills.
- Knowledge of USDOL FLSA Laws and NYSDOL WHD laws.
- Detail oriented and ability to Multi-Task.
- Human Resources experience a plus.
- Excellent Customer Relations skills, including telephone manner.
- Willingness to learn new systems and subject areas.
- Excellent communication skills (both verbal and written).