
Job Title	Campus Coordinator: Payroll
PVN ID	RF-2211-005221
Category	Administrative Services
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Human Resources
Status	Full Time
Annual Salary	\$62,626.65 - \$83,310.68
Hour(s) a Week	35
Closing Date	Jan 12, 2023 (Or Until Filled)

General Description

Effective December 27, 2021, all employees at the Central Office of the Research Foundation of CUNY are required to be fully vaccinated. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine.

This is an administrative staff position reporting to the HR Payroll Manager in a team environment; exercising some independent judgment in the fulfillment of assigned duties and responsibilities. The Campus Payroll Coordinator is responsible for the intake, accuracy and input of payroll systems information for various campuses.

Other Duties

- Assists the Payroll Manager in the administration and implementation of payroll and personnel processing
- Processes time sheets
- Sets up direct deposits, wage garnishments and other payroll deductions and forms
- Processes new hire paperwork as required
- Inputs data and verifies information
- Responds to requests for wage data from principal investigators and government agencies
- Interacts with other Client Services Teams and other RFDepartments
- Assists Pls/PDs with systems issues and completion of work
- Responds to inquiries
- Covers for other team members during absences and breaks
- Assists Client Services Team members during heavy workload periods
- Performs other responsibilities and duties as necessary and assigned

Qualifications

- AAS degree
- 2 years payroll, accounting or relevant work experience.
- Strong math skills
- Knowledge of FLSA, FMLA and NYSDOL WHD laws
- Detail oriented and ability to multi-task.
- Human resources experience a plus
- Excellent customer relations skills
- Willingness to learn new systems and subject areas
- Strong written and verbal communication skills