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| Job Title | Payroll Coordinator |
| PVN ID | VA-1710-002136 |
| Category | Administrative Services |
| Location | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| Department | OAA |
| Status | Full Time |
| Annual Salary | \$43,000.00 - \$47,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Feb 22, 2018 (Or Until Filled) |

General Description

The Payroll Coordinator is a position under the office of the Senior University Dean for Academic Affairs/Dean of the School of Professional Studies. The Payroll Coordinator will work on payroll related matters such as entering PAF's, timesheets, onboarding for grant funded projects and administer all other aspects related to personnel activities.

Reporting to the Assistant Director of Fiscal and Administrative Services, the Payroll Coordinator's duties and responsibilities will include, but are not limited to the following:

Conducting employee orientations and completing required paperwork and e-verification for all new hires;

Monitoring personnel budgets and submission of all Personnel Action Forms;

Electronic timesheet submission (for bi-weekly payroll);

Reconciling time & leave discrepancies;

Maintenance of personnel database, tracking staff time and leave;

Preparation of personnel budget and expense reports as needed;

Fulfilling other duties related to the payroll management of the division as assigned.

Other Duties

In addition to the above, the Payroll Coordinator will also be responsible for projecting annual personnel costs and maintaining salary history information on project employees.

Qualifications

Bachelor's degree, accounting or finance field preferred or minimum of 3 years of prior payroll/fiscal administration.

The ideal candidate will possess the following skills:

- Strong working knowledge of Excel
- Excellent communication skills, both verbal and written
- Ability to work in a fast-paced environment
- Excellent organizational skills and a demonstrated ability to resolve problems professionally and efficiently; very detail oriented
- Ability to collaborate constructively with team members, staff and the CUNY Research Foundation

Please include a cover letter.