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| Job Title | Payroll Coordinator |
| PVN ID | VA-1812-002862 |
| Category | Administrative Services |
| Location | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| Department | OAA |
| Status | Full Time |
| Annual Salary | \$40,000.00 - \$50,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | May 31, 2019 (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 manage payroll for 1000+ staff members at CUNY Central and manage all personnel related activities.

Reporting to the Manager of Personnel Services, the Payroll Coordinator's duties and responsibilities will include, but are not limited to the following:

DUTIES AND RESPONSIBILITIES

Hiring and Personnel:

- Coordinate new hire process, ensuring compliance with all rules and regulations
- Conduct New Hire Orientations and distribution of eCoach modules
- Coordinate fingerprinting process for all DOE interns
- Respond to inquiries regarding employers/supervisors policies and procedures of program, e.g. approving payroll, time and leave requests, etc.
- Prepare and process all New Hire Packets

Payroll:

- Coordinate the bi-weekly submission of intern time sheets with interns and timekeepers
- Work with Program managers to track intern time worked against expected hours and follow up with students lagging in attendance (primarily DOE school interns)
- Reconcile time and leave discrepancies
- Respond to intern questions and concerns regarding payroll and time sheets
- Be responsible for ePAF extensions and maintenance in accordance with schedule and budgetary

restrictions

- Work with Program managers to prepare personnel budget and expense reports as needed
- Work with Program Manager to prepare journal entries as needed

Data Tracking and Reporting:

- Ensure accuracy and integrity of all program data
- Compile required documentation for budgets and reports, supporting Program Manager in all reporting needs

Other Duties

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

Qualifications

Minimum Qualifications

- Bachelor's degree, accounting or finance field preferred.
- Two+ years' experience in Human Resources, student development, workforce development, staffing or another relevant field
- Knowledge of Federal, State, and Local guidelines
- Excellent verbal, written, and interpersonal communication skills, with a customer-focused approach to working and comfort communicating with college students
- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced and high-volume work environment
- Experienced user of all MS Office products, Excel in particular, and aptitude to quickly pick up new systems
- Proven ability to be detail-oriented, organized, and capable of coordinating multiple assignments and meeting deadlines.

Physical Requirements

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other CUNY sites as needed.

EEO Info *(standard language to be included on all job postings)*

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.

A cover letter is required.