

Job Title	Temp - Payroll Coordinator
PVN ID	VA-1909-003305
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	OAA
Status	Part Time
Hourly Rate	\$24.73-\$25.82
Hour(s) a Week	20.00-34.50
Closing Date	Aug 04, 2021 (Or Until Filled)

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## 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 400+ staff members at CUNY Central and manage all personnel related activities. ***This is a temporary position with the possibility of an extension.***

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## Other Duties

Reporting to the Supervisor of Personnel 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;
- Preparing journal entries as needed;
- Fulfilling other duties related to the payroll management of the division as assigned.

Projecting annual personnel costs and maintaining salary history information on project employees.

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## Qualifications

- Bachelor's degree, accounting or finance field preferred
- Two years of prior payroll/fiscal management or related experience is required
- Experience and knowledge of Excel, Word , Outlook and Access database entries
- Knowledge of Federal, State and Local tax laws
- Excellent communication skills, both verbal and written
- Detail oriented with the ability to work in a fast-paced environment
- Excellent organizational skills and a demonstrated ability to resolve problems professionally and efficiently
- Ability to collaborate constructively with team members, staff and the CUNY Research Foundation
- Requires regular attendance, punctuality and physical presence in our unit
- Requires local travel within NYC, up to twice per week to conduct on-site orientations
- Ability to work on ad hoc payroll assignments as needed