



Job Title	Temp - Payroll Coordinator
PVN ID	VA-1909-003306
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	OAA
Status	Full Time
Hourly Rate	\$24.73-\$27.47
Hour(s) a Week	35
Closing Date	Nov 18, 2019 (Or Until Filled)

General Description

The Payroll Coordinator is a full-time temporary position through 6/30/2020 under the office of the Senior University Dean for Academic Affairs/Dean of the School of Professional Studies. The Payroll Coordinator will manage personnel related activities for the Census Corps program funded by The Mayor's office of the City of New York.

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

Hiring and Personnel:

- Coordinate new hire process, ensuring compliance with all rules and regulations
- Conduct New Hire Orientations and coordinate all logistics as needed
- 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 and Re-hire Packets

Other Duties

Payroll:

- Coordinate the bi-weekly submission of timesheets with timekeepers
- Reconcile time and leave discrepancies
- Respond to questions and concerns regarding payroll and timesheets
- Be responsible for ePAF extensions and maintenance in accordance with schedule and budgetary restrictions

Data Tracking and Reporting:

- Ensure accuracy and integrity of all program data
- Entering timesheets in database using Access

Qualifications

- Bachelor's Degree required, concentration in Accounting, Mathematics or Finance 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, intermediate to advanced knowledge and experience of Microsoft Excel and Outlook
- Demonstrated 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 and repetitive motion (keyboarding)
- Ability to travel to other CUNY sites as needed

EEO Info

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.