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<b>Job Title</b>	Payroll Coordinator
<b>PVN ID</b>	VA-2206-004909
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

**Department**

<b>Status</b>	Full Time
<b>Hourly Rate</b>	\$25.82-\$27.47
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 30, 2022 (Or Until Filled)

## General Description

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The Payroll Coordinator is a temporary position for 4-6 months under the Office of Academic Affairs. The Payroll Coordinator will manage payroll and onboarding for 1000+ staff members at CUNY Central.

Reporting to the Assistant Director 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
- Prepare and process all new hire/re-hire packets
- Conduct New Hire Orientations and process I9's
- Respond to inquiries regarding employers/supervisors policies and procedures of program, e.g. approving payroll, time and leave requests, etc.

**Payroll:**

- Coordinate the bi-weekly submission of timesheets
- Reconcile time and leave discrepancies
- Respond to program questions and concerns regarding payroll and timesheets
- Responsible for ePAF extensions and maintenance in accordance with schedule and budgetary restrictions
- Work with programs to prepare personnel budget and expense reports as needed
- Work with programs to prepare journal entries as needed
- Work with programs to prepare retro-active salary increases/ePAF's as needed
- Prepare annual leave payouts as needed

## Other Duties

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### Data Tracking and Reporting:

- Ensure accuracy and integrity of all program data
- Access database entry done bi-weekly
- Compile required documentation for budgets and reports, supporting programs in all reporting needs
- Other duties as assigned.

## Qualifications

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### Minimum Qualifications

- Bachelor's Degree preferred
- Two+ years' experience in human resources, payroll, student development, staffing or another relevant field
- Excellent verbal, written, and interpersonal communication skills, with a customer-focused approach to working and comfort communicating with people at all levels
- 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.
- Ability to maintain strict confidentiality on all payroll related matters.
- Be a team player, ready to take initiative and support unit with other projects.

### 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

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.