



Job Title	Payroll Coordinator
PVN ID	VA-2303-005520
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	May 28, 2023 (Or Until Filled)

General Description

The Payroll Coordinator is a position under the Office of Academic Affairs. The Payroll Coordinator will manage payroll for 1000+ staff members at CUNY Central and manage all personnel related activities.

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

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 journal entries as needed
- Work with programs to prepare retro-active salary increases/ePAF's as needed
- Prepare annual leave payouts as needed
- Work with program to prepare personnel expense reports as needed

Hiring and Personnel:

- Onboard new hires and re-hires, ensuring compliance with all rules and regulations with the following
- Prepare and process new hire/re-hire packets
- Conduct New Hire/Re-hire Orientations and process I9's
- Send onboarding invitations via e-mail and meet with new hires/re-hires via Zoom or in-person
- Facilitate group onboarding orientations
- Update program on onboarding status

Other Duties

Data Tracking and Reporting:

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

Other:

- Respond to inquiries regarding employers/supervisors' policies and procedures of program, e.g. approving payroll, time and leave requests, etc
- Cover team members in their absence
- Assist personnel services team as needed

Qualifications

Minimum Qualifications

The successful candidate will have the following knowledge, skills and abilities:

- A bachelor's degree preferred or equivalent combination of education and experience in lieu of a bachelor's degree
- Two+ years' experience in program administration, student development or another relevant field
- Experience with payroll, timesheets entry as well as facilitating group orientations preferred
- Experience with RFCUNY's e-onboarding and time and leave system is a plus
- Experience with I9 and e-verify a plus
- Strong verbal and interpersonal communication skills with a focus on providing excellent client services
- Demonstrated ability to interact effectively and collaboratively with a diverse community of students, faculty, program staff and external partners
- Ability to exercise good judgement and apply problem solving skills
- Strong computer proficiency using standard office software programs, in particular Microsoft Excel
- Experience working collaboratively in a team oriented and outcomes focused environment
- Proven ability to be detail-oriented, organized, and capable of coordinating multiple assignments and meeting deadlines

Physical Requirements

- This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. Laptop may be provided if needed to support working remotely.
- 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. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies
- Ability to travel to other CUNY sites as needed.

How to apply:

For full consideration, apply and upload a position focused cover letter and résumé as ONE MS WORD or ADOBE PDF DOCUMENT in the RESUME FIELD. Your cover letter should specifically describe your work experience as related to the duties of this position.