
Job Title	Payroll Coordinator
PVN ID	VA-2305-005643
Category	Instruction and Social Service
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	Dec 31, 2023 (Or Until Filled)

General Description

We are currently seeking a detail-oriented and highly organized Payroll Coordinator within the Office of Academic Affairs. This position will manage payroll and personnel-related activities for 1,000+ staff members at CUNY Central, with expertise in timesheet entry and some budget management. As a Payroll Coordinator, you will play a crucial role in ensuring accurate and timely processing of employee payroll, managing timesheet entries, and overseeing grant-related financial activities. This position requires a strong understanding of payroll processes, budgets, and exceptional attention to detail.

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

Duties & Responsibilities**Payroll – 60%**

- Manage the entry and verification of timesheets on a bi-weekly basis, ensuring accurate recording of hours worked, time off, and other relevant information.
- Meet bi-weekly payroll and internal deadlines.
- Collaborate with the RFCUNY payroll team and program timekeepers to resolve any discrepancies or issues related to timesheets and payroll.
- Provide guidance and support to employees and programs regarding payroll-related inquiries and timesheet entry processes.
- Responsible for ePAF modifications by following personnel budgets.
- Work with programs to prepare journal entries as needed.
- Work with programs to prepare retro-active salary increases.
- Prepare annual leave payouts as needed.
- Calculate funding needed to cover personnel salaries based on allocated amounts via program budgets.
- Work with programs to prepare personnel expense reports as needed.

Hiring and Personnel – 5%

- Assist in onboarding new hires and re-hires, ensuring compliance with all rules and regulations;
- 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 programs on the onboarding status.

Other Duties

Data Tracking and Reporting – 25%

- Ensure accuracy and integrity of all program data.
- Enter data via Access database on a bi-weekly basis.
- Ensure discrepancies are properly corrected.
- Compile required documentation for reports, supporting program in all reporting needs.
- Other duties as assigned.

Other – 10%

- Respond to program questions and concerns regarding payroll, timesheets, and onboarding in a timely manner.
- Help cover colleagues' responsibilities 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 an 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 preferred;
- 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% remotely (3 days) during every two-week payroll cycle.
- 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, and 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.

If you are a meticulous and proactive payroll professional with experience in timesheet entry and budget management, we invite you to apply for this exciting opportunity. Join our team and contribute to the smooth and accurate processing of payroll, efficient timesheet management, and compliance with payroll guidelines, ensuring the financial stability and success of our unit.

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.