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| <b>Job Title</b> | Payroll Coordinator                          |
| <b>PVN ID</b>    | VA-2403-006194                               |
| <b>Category</b>  | Administrative Services                      |
| <b>Location</b>  | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |

**Department**

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|-----------------------|--------------------------------|
| <b>Status</b>         | Full Time                      |
| <b>Annual Salary</b>  | \$55,000.00 - \$60,000.00      |
| <b>Hour(s) a Week</b> | 35                             |
| <b>Closing Date</b>   | May 19, 2024 (Or Until Filled) |

## General Description

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We are currently seeking a detail-oriented and highly organized Payroll Coordinator within the Office of Academic Affairs. Please note that this position is temporary, lasting up to 6 months with a possibility of an extension. 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 Interim 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 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.

## **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 Duties**

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### **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 program on onboarding status.

### **Other – 10%**

- Respond to program questions and concerns regarding payroll, timesheets, and onboarding in a timely manner.
- Help cover colleague's responsibilities in their absence.
- Assist personnel services team as needed.

## **Qualifications**

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### **Minimum Qualifications**

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

- Some experience with payroll and timesheet entries;
- 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.

### **Preferred Qualifications**

- 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 preferred;
- Experience with RFCUNY's e-onboarding and time and leave system is a plus;

### **Physical Requirements**

- This position is 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.
- 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.