



Job Title	Payroll Coordinator (Part-Time)
PVN ID	VA-2509-007014
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Part Time
Hourly Rate	\$32.97-\$34.07
Hour(s) a Week	0.00-19.00
Closing Date	Nov 12, 2025 (Or Until Filled)

General Description

We are currently seeking a detail-oriented and highly organized Payroll Coordinator in the Personnel Services Unit within the CUNY Office of Academic Affairs. This position will manage payroll and personnel related activities for 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:

Payroll – 70%

- 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 retroactive 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 – 20%

- 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

Other – 10%

- Respond to inquiries regarding employers/supervisors' policies and procedures of program, e.g. approving payroll, time and leave requests, etc
- Attend staff meetings and training as required
- Provide support to other teams within the Personnel Services Unit as needed
- Perform special projects and other duties as assigned

Qualifications

Minimum Qualifications

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

- Two+ years' experience in program administration, student development, or another relevant field
- 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 judgment and apply problem-solving skills
- Strong computer proficiency using standard office software programs, particularly 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
- Experience with payroll, timesheet entry, and budget knowledge
- Experience with RFCUNY's Webreport and time and leave system
- Experience with I-9 and E-Verify

Work Environment and Physical Requirements

- This position is based in a professional office environment and follows a hybrid work schedule
- A laptop and other necessary equipment may be provided to support remote work
- While performing these duties, the employee may be required to:
 - Sit for extended periods
 - Use a computer and other office equipment

- Occasionally lift or move items up to 20 pounds

Reasonable accommodations will be provided to individuals with disabilities or other needs in accordance with RFCUNY policies and applicable laws.

- Ability to travel to other CUNY sites as needed.