



Job Title	Senior Payroll Accountant
PVN ID	RF-2404-006228
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Finance
Status	Full Time
Annual Salary	\$73,475.00 - \$85,721.00
Hour(s) a Week	35
Closing Date	Aug 31, 2024 (Or Until Filled)

General Description

Reporting to the Associate Controller-Financial Systems Administration, the Senior Payroll Accountant is responsible for the processing of the RF Central Office payroll. The primary focus of this position is to ensure accurate and timely employee payroll, including tracking employee time, issuing paychecks and performing end of payroll period reporting and filings. The Senior Payroll Accountant performs their responsibilities with minimum supervision, and as part of the Finance team, working across departments to problem solve payroll-related matters.

Other Duties

- Process bi-weekly payroll for all Central Office employees, including but not limited to ensuring all hours and adjustments are entered, and proactively running reports to capture any potential errors before transmitting
- Coordinate changes for in-house payroll (e.g., terminations, new hires, etc.) and data with salary or wage adjustments, compensation changes or deductions (e.g., annual bonuses, severance pay, taxes, worker's compensation, garnishments)
- Ensure accurate pay rates, adherence to multi-state tax laws; as well as accurate and timely tax rates
- Ensure accurate processing of benefit expenses (e.g., transmittal of 403(b) funds to trustee), garnishments, union deductions, and other adjustments
- Assist in generating and reconciling the bi-weekly RFCO payroll. Process tax payments and pension adjustments. Generate system reports and troubleshoot payroll issues.
- Create and maintain payroll journals and prepare payroll journal entries
- Manage timecard approvals with RFCUNY supervisors
- Answer employee questions related to payroll
- Assist the Associate Controller with the registration of new State, local, and unemployment withholding taxes with the appropriate agencies, as necessary

- Review periodic tax updates for relevance, accuracy and timeliness
- Work with the team on NY State, Pension Plan and Workers' Compensation audits by gathering all the requested information as well as corresponding with the auditors
- Other assignments as delegated by supervisor

Qualifications

- Bachelor's degree in accounting or equivalent, and a minimum of four (4) years' general accounting and payroll related experience
- Kuali Financials or other mid-range accounting system experience required
- Experience with Cyborg payroll system a plus
- In-depth understanding of labor law rules and regulations
- Thorough understanding of the importance of confidentiality with payroll
- Proficiency in Microsoft Word and Excel, ability to create and use mid-level Excel functions.
- Ability to work well in a hybrid setting, while understanding team dynamics and deadlines
- Good communications skills, with the ability to respond to common inquiries
- Ability to define problems, collect data, and present information in an organized format
- Efficient, detail-oriented, and able to work in a collaborative environment with a variety of stakeholders