



Job Title	Payroll Coordinator
PVN ID	VA-1805-002505
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	OAA
Status	Full Time
Annual Salary	\$45,000.00 - \$47,000.00
Hour(s) a Week	35
Closing Date	Aug 21, 2018 (Or Until Filled)

General Description

The Payroll Coordinator is a position under the office of the Senior University Dean for Academic Affairs/Dean of the School of Professional Studies. The Payroll Coordinator will manage personnel and payroll for 500+ staff members at CUNY Central and manage all personnel related activities.

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

Conducting employee orientations and completing paperwork and e-verification for all new hires;

Monitoring of personnel budgets and submission of all Personnel Action Forms;

Electronic timesheet submission (for bi-weekly payroll);

Reconciling time & leave discrepancies;

Maintenance of personnel database, tracking staff time and leave;

Preparation of personnel budget and expense reports as needed;

Fulfilling other duties related to the payroll management of the division as assigned.

Other Duties

In addition to the above, the Payroll Coordinator will also be responsible for projecting annual personnel costs and maintaining salary history information on project employees.

Qualifications

Bachelor's degree, accounting or finance field preferred. Two years of prior payroll/fiscal management or

related experience essential.

The ideal candidate will possess the following skills:

- Strong working knowledge of Excel
- Excellent communication skills, both verbal and written
- Ability to work in a fast-paced environment
- Excellent organizational skills and a demonstrated ability to resolve problems professionally and efficiently; very detail oriented
- Ability to collaborate constructively with team members, staff and the CUNY Research Foundation