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| Job Title | Payroll Assistant - College Assistant |
| PVN ID | PS-1705-001837 |
| Category | Clerical/Office Services |
| Location | CUNY SCHOOL OF PROFESSIONAL STUDIES |
| Department | CUNY School of Professional Studies |
| Status | Part Time |
| Hourly Rate | \$15.00-\$17.00 |
| Hour(s) a Week | 0.00-20.00 |
| Closing Date | Jul 31, 2017 (Or Until Filled) |

General Description

About the CUNY School of Professional Studies:

CUNY SPS provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited online degree and certificate programs for students who want the flexibility and convenience of online education.

Hours: 20 hours per week

Please include cover letter, resume, and contact information of three (3) professional references.

Other Duties

Reporting to the Finance Budget Director, the Payroll Assistant will:

- Assist with the processing of payroll for CUNY SPS tax-levy employees (including part-time staff and adjunct instructors).
- Process reappointments, new appointments, payroll corrections, verifications, terminations and appointment revisions.

- Review timesheets and various payroll reports to ensure accuracy.
- Input and maintain accurate employee payroll data in CUNY and New York State systems to include personal information, benefits, wages and other deductions.
- Assist in responding to all general payroll enquiries.
- Provide information to CUNY SPS staff who liaise with the Graduate Center Human Resources Office and other CUNY offices to resolve payroll issues.
- Assist in conducting trainings for other part-time staff.
- Work closely with the Office of Faculty and Staff Resources to resolve any payroll issues and ensure accurate and timely information sharing.
- Act as a liaison between CUNY SPS Payroll Office and CUNY Central Office.
- Other duties as assigned.

Qualifications

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- High school diploma

Preferred Qualifications:

- A Bachelor's degree preferred.
- Two (2) years related experience with payroll systems and operations preferred.
- Experience with New York State and/or CUNY payroll systems preferred.
- At least one year of experience with Oracle-People Soft PayServe system preferred.
- Excellent knowledge of Microsoft Office (Word, Excel) preferred.
- Strong customer service orientation.
- Motivated self-starter.
- Organizational and analytical skills, attention to detail, and ability to follow established processes.
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment.
- Ability to carry out complex assignments and adapt to changing situations and priorities.
- Strong oral, written, and interpersonal communication skills.

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