Job Title: Finance Payroll Coordinator

Job ID: 24933

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

**POSITION DETAILS**

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site with residential housing and is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Finance Manager, the Payroll Coordinator duties include but are not limited to:

- Reviews, processes, and tracks temporary service timesheets.
- Maintains employee information in Time and Leave system.
- Monitors, analyzes, and communicates employee accrued balances.
- Maintains electronic filing system.
- Communicates with Departments, Human Resources, and Unions in order to process payroll.
- Audits campus payroll records to ensure accuracy.
- Actively participates in process improvements in order to streamline processes.
- Assists in tracking and reporting of contractual increases.
- Responsible for distributing temporary service pay schedules.
- Assists in year-end procedures of the Time and Leave System.
QUALIFICATIONS

Bachelor’s Degree required.

Preferred qualifications include:

- One year of related experience preferred;
- Advanced knowledge of MS Office, database applications and PeopleSoft
- Detail oriented with excellent writing, analytical, evaluative, and organizational skills

CUNY TITLE OVERVIEW

Performs financial analysis and administrative work related to College or unit accounting.

- Prepares, reconciles and distributes expenditure and related accounting reports
- Creates and maintains various spreadsheets related to financial analysis
- Processes and tracks transactional entries
- Provides support in the administration of various business operations
- Coordinates with various departments on accounting matters
- Monitors systems and operations to assure a smooth workflow
- Performs related duties as assigned.

Job Title Name: Finance Coordinator

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and
athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

**HOW TO APPLY**

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.**

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.**

**CLOSING DATE**

September 14, 2022

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.