Job Title: Payroll Coordinator

Job ID: 27107

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, has recently incorporated a residential component, and is currently engaging in capital expansion. It 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.

The Payroll Coordinator reports to the Finance Manager and provides support to Fiscal Systems and Reporting Office. In addition to the CUNY Title Overview, the Payroll Coordinator will:

- Review, maintain, and process timesheets for Non-Teaching Adjuncts, College Lab Technicians, and Continuing Education Teachers and Coordinate all aspects of onboarding and payroll processing.
- Maintain electronic filing system and monitor shared email mailboxes.
- Manage Temporary Service positions within the CUNYfirst Department Budget Table.
- Log Personal Action Forms and prepare State processing forms.
- Hire new employees and update employee records in the Payroll Database.
- Reconcile time entries with State check listings and generate reports for the Campus Community and Budget Office.
- Create and distribute part-time pay schedules, provide support to the other Payroll Processor, assist in the submission of the payroll file for the state payroll system, and invoice entities for reimbursement of College resources.

QUALIFICATIONS

Bachelor's Degree required.

Preferred Qualifications include:

- Computer proficiency using standard office software programs/applications, including Access database, word, Excel and Outlook. Knowledge of Peoplesoft.
- Ability to work well, interact effectively
- Ability to work in a fast paced, time-sensitive, high volume environment
- Strong presentation, verbal, writing and interpersonal communication skills
• Strong organizational skills with the ability to manage multiple assignments, establish priorities and meet deadlines

CUNY TITLE OVERVIEW

Assists in preparing and processing payrolls to assure employees are paid in an accurate and timely manner.

- Analyzes and prepares requested payroll transactions in payroll systems
- Reviews and interprets contractual agreements/provisions and Payroll Bulletins for implementation and update
- Develops and maintains reports and queries.
- Processes special payroll transactions such as W-2 corrections and duplicates and replacing lost or expired paychecks
- Responds to requests for information; investigates and troubleshoots payroll discrepancies, follows up and responds to employee inquiries
- Researches and prepares service and salary history reports
- Assists with auditing bi-weekly payroll data and managing contractual deadlines for various payrolls
- Performs related duties as assigned.

Job Title Name: HR Payroll Coordinator

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

$44,411 - $51,781

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.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

CLOSING DATE

August 8, 2023

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.