Job Vacancy Notice

Job Title: HR Payroll Coordinator

Job ID: 13402

Location: John Jay College

Full/Part Time: Fulltime

Regular/Temporary: Regular

POSITION DETAILS

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences.

John Jay College of Criminal Justice is truly one of CUNY’s most irreplaceable colleges in New York. Explore our Web site to learn what John Jay has to offer. http://www.jjay.cuny.edu/about-john-jay

Human Resources at John Jay partners with members of the college community as we provide quality service to attract, develop, motivate and retain a diverse workforce. We strategize in developing human capital and promote employee engagement in order to support the college’s goals.

We seek to ensure that everyone complies with laws and regulations related to Human Resource areas of responsibility. We do this with an emphasis on customer service based on consultation, participation and communication with the campus community, the CUNY Central Office, and working relationships that extend beyond the college.

Reporting to the HR Operations Director, the HR Payroll Coordinator will be responsible for in addition to the general duties in the CUNY Title Overview below the following:

- Enter and maintain all adjunct appointments in CUNYFirst
- Assist in the preparation of all payroll documents via the tumbleweed upload system
- Serve as liaison with CUNY Central payroll and the Office of the State Comptroller
- Serve as main contact with the Provost Office relative to all adjunct actions
- Monitor the collection of information associated with adjunct overloads
- Review, monitor, and process all step increments for adjunct faculty
- Monitor the reimbursement of advances and all deposits into college depository account

QUALIFICATIONS

Bachelor’s Degree required.

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

Compensation: $36,965

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, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

CLOSING DATE

September 2, 2015

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.