

Position Description



Finance

Payroll Administrator/Accountant

Hudson River Park Trust

Hours/Week: 37.5

FLSA: Non-Exempt

The Payroll Administrator/Accountant is primarily responsible for the accurate and timely administration and processing of Hudson River Park Trust's (the Trust) payroll. This includes the timely and accurate delivery of payroll and related services, including recordkeeping, reporting, and accounts receivable maintenance. This position is also responsible for generating invoices to tenants and permittees and maintaining all related information, entering and maintaining procurement related information and providing support to the Finance Department as necessary. This position works across the organization with all Trust staff and reports to the Vice President of Finance.

Background:

The Trust is a public benefit corporation created by act of the New York State Legislature. The mission of the Trust is to design, construct and maintain a prominent, and very heavily used, 4 mile long waterfront park on the west side of Manhattan (the Park). The Park includes landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. The Trust covers its annual operating budget through parking revenue, rents from commercial facilities, permits, fees, grants, donations generated by a "Friends" organization and other private sources.

Responsibilities/Duties:

The Payroll Administrator/Accountant's responsibilities include, but are not limited to, the following:

- Process bi-weekly payroll for approximately 70 full-time and part-time employees and for an additional 35 - 40 seasonal employees during the spring and summer
- Audit time sheets, accruals and make adjustments as necessary. Research and work with impacted staff and ADP to resolve any discrepancies
- Prepare and post payroll journal entries in the Great Plains accounting system and reconcile payroll register to the General Ledger
- On a monthly basis reconcile voluntary deductions, generate reports and payments to multiple vendors & services
- Respond to inquiries from IRS, State and City tax offices regarding withholding and unemployment taxes and manage annual tax processes
- Coordinate with the Trust's Human Resources staff regarding employees on leave (i.e., Disability, FMLA, Worker's Compensation, etc.)
- Prepare and maintain standard and ad hoc reports, queries, and conducts appropriate audits to ensure data integrity
- Document workflow and work procedures for audit purposes
- Provide year end support including audits and tax filings related to payroll.
- On a monthly basis generate invoices to be sent to all Park tenants and permittees using Great Plains accounting software

- Conform with and abide by all regulatory guidance and internal policies & procedures.
- Document policies, procedures and workflow for assigned areas of responsibility.
- Contribute to department and organization special projects as assigned.

Education and Experience:

- Bachelor's Degree required, preferably in Accounting
- Three (3) + years payroll processing experience required, preferably with ADP
- Solid understanding of payroll and payroll tax requirements
- Good working knowledge of Excel
- Knowledge of Great Plains accounting software preferred but not required

Essential Traits:

- Ability to function as part of a team
- Ethical Conduct
- Strategic Thinking/Decision Making
- Thorough/Detailed/Organized
- Well-developed analytical and problem solving abilities
- Strong interpersonal and customer service skills
- Excellent time management
- Outstanding verbal and written communication skills

Compensation/Benefits:

Competitive annual salary of \$55,000 - \$60,000 depending upon qualifications and an excellent benefits package including: paid holidays, vacation time, sick and personal time, medical, dental and vision insurance, and participation in New York State Pension System.

Application Process:

Interested applicants are to submit a cover letter describing their interest in the position and a resume to Kate Yarhouse, Director of Human Resources at resumes@hrpt.ny.gov.

Indicate Job Code: Payroll Administrator in the subject line of the email.

No phone calls please.

More information on the Hudson River Park is available at:

www.hudsonriverpark.org

The Hudson River Park Trust is an Equal Opportunity Employer

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.