



POSITION DESCRIPTION

PAYROLL ADMINISTRATOR/Bookkeeper

Reports to: Vice President of Finance

Uniformed: No **Hours/Week:** 37.5 **OT Required:** No **FLSA:** Non-Exempt

Hudson River Park Trust (the "Trust") seeks a Payroll Administrator. The position will report to the Trust's VP of Finance and will work closely with Human Resources and the Finance team. Responsible for the accurate and timely administration and processing of Hudson River Park Trust's (HRPT or the Trust) bi-weekly payroll, including recordkeeping and reporting, along with some accounts receivable and bookkeeping tasks for select departments. Additionally, the incumbent will be assigned procurement-related tasks and general Finance Department tasks as necessary. The Payroll department is an internal customer service department and this position interacts with Trust staff at all levels across the organization, requiring a high level of customer service skill along with excellent payroll/bookkeeping skills.

Background:

The Trust is a public benefit corporation created by act of the NYS Legislature. It is also a 501(c) (3) charitable organization. The mission of the Trust is to construct, maintain and operate a heavily used four-mile-long waterfront park on Manhattan's west side. Hudson River Park features landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. The Park, one of the longest riverfront parks in the United States, is a beloved, urban recreational paradise. Attracting 17 million visits each year, the Park offers a myriad of recreational and educational activities for local residents and visitors alike and plays a critical role in protecting the Hudson River environment. The Park is approximately 75% complete, and the Trust now has secured sufficient resources to finish all public use areas.

Duties and Responsibilities:

Payroll Tasks will include:

- Process bi-weekly payroll
- Audit of timesheets and accruals, entering adjustments as necessary and coordinating with appropriate staff to resolve discrepancies
- Interaction with ADP (Payroll services provider)
- Prepare and post payroll journal entries into HRPT accounting system (Microsoft Dynamics - Great Plains)
- Reconcile payroll register to General Ledger (quarterly)
- Generate checks for fringe benefit payments
- Monthly reporting to employee Retirement Plans.

- Respond to inquiries from IRS, State and City tax departments regarding withholding and unemployment taxes
- Coordinate with HR regarding employee status changes
- W2 issuance and review
- Prepare and maintain standard and ad hoc reports; conduct appropriate audits to ensure data integrity
- Document workflow and work procedures
- Quarterly employee transit benefit management

Bookkeeping Tasks may include (training to be provided as necessary):

- Data entry, including, but not limited to fixed asset module; NYS Contract reporting system, etc.
- Check and Cash Receipts
- Vendor outreach and research
- Assist with reporting unclaimed funds to NYS
- Back-up support for other Finance Department functions

Qualifications and Experience:

- Bachelor's Degree in Accounting preferred, but not required
- Minimum three (3) years payroll processing experience required
- Solid understanding of payroll and payroll tax law
- Experience with ADP Workforce Now
- Advanced level user in Microsoft Excel
- Well-developed analytical and problem solving abilities
- Excellent customer service skills
- Strong organizational skills and attention to detail
- Knowledge of Microsoft Dynamics GP (Great Plains) preferred

Essential Traits:

- Approachable, easygoing and collaborative
- Ethical conduct
- Strategic thinker, comfortable making decisions
- Problem solving/analysis
- Detail oriented/organized

Compensation/Benefits:

Competitive salary of \$57,500 - \$65,000 (depending on experience) and excellent benefits package including: paid holidays, vacation, sick and personal time, medical, dental and vision insurance, and participation in New York State Retirement System.

Application Process:

Interested applicants are to submit a cover letter and resume to the attention of Human Resources to RESUMES@hrpt.ny.gov. **Please note Job Code: PAYROLL 2023 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.