



POSITION DESCRIPTION

PAYROLL ADMINISTRATOR

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 capable Payroll Administrator. The position will report to the Trust's VP of Finance and will be responsible for the accurate and timely administration and processing of Hudson River Park Trust's (HRPT or 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 vendors 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 Trust staff at all levels.

Background:

The Trust is a public benefit corporation created by act of the NYS Legislature and 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:

- Process bi-weekly payroll
- Audit time sheets, accruals and secure approval to make adjustments as necessary. Work with appropriate staff to resolve discrepancies.
- Provide timely and accurate payroll related assistance to management and staff as requested.
- Interact with ADP to accomplish resolution of issues when they arise.
- Prepare and post payroll journal entries into the Great Plains accounting system
- Reconcile payroll register to the General Ledger, quarterly
- Generate checks for fringe benefit payments.
- Create monthly report for the NYS Retirement System and submit for validation.

- Respond to inquiries from IRS, State and City tax offices regarding withholding and unemployment taxes.
- Coordinate with HR regarding employees on leave (disability, FMLA, Worker's Compensation, etc.)
- Check W2's for accuracy.
- Prepare and maintain standard and ad hoc reports and conduct appropriate audits to ensure data integrity.
- Document workflow and work procedures for audit purposes.
- Maintain transit-check register, reconcile, place orders and distribute transit checks quarterly
- Prepare file back up and records for each processed item for following audits:
 - A. New York State Insurance Fund (NYSIF) audit
 - B. Financial audit
 - C. State audit

Accounting Tasks:

- Maintain the fixed asset module- Training will be provided
- Enter payment information into the New York Contract reporting system. – Training will be provided.
- Enter daily Check and Cash Receipts into the accounting system
- Enter contact information for each vendor in the contract compliance module of Great Plains.
- Engage in cross-training with other Finance team personnel to provide back-up support for other Finance Department functions.
- Provide superior customer service to the Trust, consistent with the responsibilities for all Finance personnel, particularly with respect to payroll-related issues.

Qualifications and Experience:

- Bachelor's Degree in Accounting, preferred but not required
- Min. 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 interpersonal and time management skills
- Strong organizational skills and attention to detail
- Knowledge of Great Plains preferred

Essential Traits:

- Ethical Conduct
- Strategic Thinking/Decision Making
- Problem Solving/Analysis
- Collaboration/Congeniality
- Thorough/Detailed/Organized

- Outstanding Work Ethic

Compensation/Benefits:

Competitive salary of \$57,500 - \$62,500 (dependent 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 at the email address indicated. **Please note Job Code: PAYROLL 2020 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.