



JOB DESCRIPTION

Part-Time Payroll Specialist

Location: New York, NY

New York Common Pantry (NYCP) is one of the city's largest food pantries, providing food assistance, case management services, senior food provision, nutrition education, and hygiene services. We are a dynamic, mission-driven organization, experiencing rapid growth and expansion at this time.

NYCP is a poverty-fighting organization that reduces hunger and promotes dignity, health, and self-sufficiency by using a holistic approach to reach over 60,000 distinct people--over 500,000 guests each year. Last year, we served almost 8 million meals. Through an array of programs that we offer we look to establish long-term stability for those we serve.

NYCP is seeking a Payroll Specialist to join our growing Finance team. The Payroll Specialist will be responsible for all activities related to payroll processing, including maintaining related records, preparing reports, and communicating to employees and supervisors when questions arise.

The Part-Time Payroll Specialist will report to the Accounting Director. The position is Part-Time, 30 hours per week. The Payroll Specialist will be located at the East Harlem Choice Pantry location at 8 East 109th Street, New York, NY 10029, and will be expected to work in the office. The weekly schedule of 30 hours can be negotiable, dependent on the payroll schedule and other required financial reporting.

Responsibilities:

- Prepare and process the bi-weekly payroll for the NYCP employees, which includes processing merit increases, bonuses, deductions, imputed income, etc.
- Run bi-weekly, monthly and quarterly reports to enter into the accounting system, Fund EZ.
- Prepare necessary payroll reconciliation reports.
- Responsible for updating any changes in personnel and allocation of pay in the payroll system.
- Own employee onboarding into the payroll system as well as terminations.
- Monitor timesheet logs and inform supervisors and employees regarding staff irregularities.
- Reconcile and record payroll into the accounting system.
- Provide salary information for census reports, vouchering process, unemployment requests, leave requests or other required reporting.
- Manage payroll and benefit accruals. Provide regular updates to appropriate HR and staff supervisors.
- Liaise with employees and supervisors to resolve any questions or payroll discrepancies.
- Ensure all employee cost centers are properly coded.
- Assist with internal and external audits.
- Work with HR department to ensure smooth transfer of relevant employee information.
- Other responsibilities as assigned.

Qualifications:

- A minimum of 3 years of relevant work experience.
- A minimum of a Bachelor's Degree is preferred.
- Commitment to helping the communities in need and NYCP's work and mission.
- Must be comfortable working in accounting software such as Fund EZ, ADP, as well as Microsoft Suite Office.
- Great attention to detail and organizational skills.
- Ability to work independently and in a team environment.
- Knowledgeable of all laws and regulations for payroll processing.

This is not an exhaustive list of all responsibilities, duties, skills, efforts or requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This description does not constitute a contract of employment and NYCP may exercise its employment-at-will rights at any time.

Please note that NYCP requires all employees to be fully vaccinated against COVID-19 as a condition of employment. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to the commencement of employment, unless they qualify for a reasonable accommodation for bona fide medical or religious reasons. This ensures that NYCP's employees and participants are protected and the organization can safely operate.

To Apply:

Please submit your resume and cover letter to: jobs@nycommonpantry.org

If you'd like to apply via mail, please submit your application to the address below:

Human Resources Department
New York Common Pantry
8 East 109th Street
New York, NY 10029

New York Common Pantry is an Equal Opportunity Employer and is committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

Pay: \$21-\$25

Benefit:

- Paid time off, including Vacation, Personal, and Sick
- Paid Holidays