



EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Payroll Manager
Department: Finance
Reports to: Controller
Hours: Full-time

Responsibilities:

- Responsible for all aspects of payroll processing for approximately 400 employees including, but not limited to computation and data entry of salaries, salary increases, and retroactive payments for multiple payrolls.
- Supervise Payroll Assistant.
- Maintain all employee payroll files accurately and securely.
- Prepare and record allocation of salary and benefits for each payroll processing.
- Prepare payments and maintain schedules for employee voluntary withholdings.
- Generate monthly reconciliation of payroll for all agency programs.
- Federal, state and local tax payments, as well as FICA payments.
- Process employee garnishments and union dues.
- Ensure quarterly Federal, State & City tax reports (941, NYS 45) are accurate and completed by established deadlines.
- Process annual W-2's and 1099's.
- Process and ensure payment for all invoices related to employee benefits.
- Liaison with finance and program staff regarding all payroll matters.
- Compute and maintain time and leave reports for employees.
- Prepare all payroll and payroll related allocation journal entries.
- Accurately process tax payments.
- Process Payroll paperwork (e.g. housing forms, salary request forms, etc.).
- Additional duties as assigned by Controller and Chief Financial Officer.

Qualifications:

- At minimum, Bachelor's Degree in related field and 3 years of demonstrated experience managing corporate or non-profit payroll and benefits administration.
- Strong computer skills essential, especially in Excel.
- Working knowledge of ADP payroll and benefits allocations.

- In depth knowledge of payroll practices and procedures.
- Ability to handle multiple payrolls, while maintaining segregated records, in a fast paced environment.
- Excellent communication, interpersonal, and organizational skills essential.

To Apply:

Please send Cover Letter, Resume, 3 Professional References, and Salary Requirements to:
hr@unionsettlement.org

Please indicate Payroll Manager in subject of e-mail.

Resumes without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER