

## **Payroll Assistant**

### **The Company**

The Building Service 32BJ Benefits Funds is an organization responsible for administering Health, Training, Pension, retirement Savings and Legal Services benefits to its members. The Benefit Funds office is located in the heart of New York City. The Building Service 32BJ Benefits Funds manages a \$1 Billion regional health insurance plan whose goal is to improve the lives of its members and their families by providing comprehensive and affordable healthcare. Its mission is to improve member's lives through our unique combination of talent, expertise, and commitment to education, communication with and enabling members to receive benefits.

### **Summary:**

Under the supervision of the Payroll Manager provides assistance with the payroll functions in connection with weekly payroll processing for the employees of the Funds.

### **Duties and Responsibilities:**

- Participates in the weekly processing of employee timesheets from all departments ensuring the accuracy of Payroll taxes deducted, paycheck amounts, adjustments, etc.
- Reviews new hire, Employee Status Forms, Tax Withholding Status information, title changes, and other pertinent information within the ADP system.
- Completes payroll notifications and check distributions as necessary.
- Assists in the processing and confirms the weekly 401k Profit Sharing contribution payments via V3 System.
- Audits the accuracy of payroll taxes deducted, paycheck amounts, adjustments to ensure that all employees are paid correctly.
- Reconcile monthly Transit Check orders and parking reimbursement distributions for all Funds.
- Prepares monthly Journal Entry, summarizing Payroll activity both in summary and in detail by Cost Centers (including payroll taxes and benefits).
- Assists in the preparation of ad-hoc reports from ADP as requested.
- Supports Human Resources including but not limited to: processing BCI and ADP related topics.
- Performs other relevant, related or pertinent work or duties as requested or assigned by the Payroll Manager

### **Qualifications and Core Competencies:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

- Excellent math, analytical and problem solving skills
- Excellent oral and written communication skills -
- Ability to coordinate and work on multiple projects at once
- Proficient in MS Office (especially Excel)

- Working experience of payroll taxes at the federal, state and local level
- Ability to work independently as well as work as a member of a team;
- Extremely detail oriented with excellent organization and analytical skills.
- Ability to prioritize work and meet deadlines.
- Good interpersonal and client service skills.

**Education and/or Experience:**

- Minimum of 1 - 2 years processing payroll.
- College degree preferred.
- Experience with ADP Workforce Now software strongly preferred.