



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

IMMEDIATE OPENING

Job Title: Compensation and Benefits Analyst
Department: Finance
Supervisor: Kris Woo, Director of Finance & Colleen McCracken, Assistant Director of Payroll

Human Resources Representative: Melissa M. Vele, Director of HR. Applicants can submit their resume via email to mvele@javitscenter.com or fax (212 216-4484). You can also drop off your resume to HR Monday-Friday 8am-5pm.

Position Summary

The Compensation and Benefits Analyst is responsible for payroll analysis to include completing various reconciliations/audits and reporting involving payroll and the monthly liability accounts. The job requires independence, research and problem solving to resolve functional processing set up, expense related requests, report generation, etc.

Duties and Responsibilities

- Complete monthly reconciliation of payroll between payroll processing system and accounting system.
- Review general ledger payroll entries by maintaining records and files and reconciling accounts.
- Assess business processes for efficiencies; conducts research, provide recommendations, determine impact on business processes and workflow.
- Run payroll reports and assist the Finance and Accounting team with queries regarding payroll and benefits accounting
- Performs what-if analysis related to contract negotiations.
- Develop metrics and dashboards to analyze and evaluate administration of benefit programs.
- Ensure accurate and timely benefit remittance to external vendors and reconciliations.
- Service audits (Workers Comp., Union, internal and external).
- Assists with budget and cost projections for payroll and related benefits and collective bargaining agreements. Monitors and analyzes actual costs and trends.
- Coordinate adjustments for inaccurately processed payroll and Special Project payroll
- Assist with annual budget, forecast, event metrics and pricing analysis.
- Establish and improve review procedures for accuracy and processing efficiency
- Work with the accounting department to ensure accurate booking of payroll
- Complete special project requests to include determining sources and data collection required, spreadsheet and/or power point presentation format, analyzing the data for trends and important points to be presented, along with providing recommendations for future.
- Take part in implementation of new software and upgrades.
- Assist Finance department with various non-payroll tasks on an ad hoc basis.
- Perform various ad hoc analyses and projects.

Preferred Skills, Knowledge and Experience

- Bachelor's degree in Accounting, Finance, Business or a related field, or equivalent experience successfully performing similar job responsibilities is preferred.
- Kronos, ADP
- Analytical skills that enable candidate to recognize and resolve problems.
- Strong analytical skills and attention to detail is required.
- Strong written/oral communication skills.
- Demonstrated moderate to advanced Excel skills and Informational Systems
- Capable of working independently, as member of internal team, and in partnership with vendors.
- Must have good grammar/writing skills, strong interpersonal skills.
- Self-motivated and ability to multi-task and must be well organized.
- 1-2 years payroll experience preferred
- Some accounting experience preferred

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job related disability, pass service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATIN IS AN EQUAL OPPORTUNITY EMPLOYER