



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

**IMMEDIATE OPENING**

**Job Title:** Payroll Coordinator  
**Department:** Finance  
**Supervisor:** 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](mailto:mvele@javitscenter.com) or fax (212 216-4484). You can also drop off your resume to HR Monday-Friday 8am-5pm.

**Duties and Responsibilities**

1. Process payroll and benefits for various departments using Kronos, Oracle and manual labor reporting method.
2. Prepare and process labor/payroll related reports and records to outside organizations such as NYS Unemployment, labor unions, etc.
3. Provide support, assistance, and guidance to other payroll coordinators and assume managerial role in the absence of Assistant Manager.
4. Process updates to employee master payroll file such as tax exemptions, bank account information and deductions for accurate payroll processing in a timely manner, assume responsibility for Wage Garnishment Enforcement.
5. Maintain statistical reports for managements' use in financial decisions.
6. Maintain highly effective electronic imaging for data retention to comply with internal procedure and NYS/Federal law.
7. Perform all other tasks and special projects as directed to assist in development of departmental goals.

**Preferred Skills, Knowledge and Experience**

- High School diploma or equivalent
- 3-5 years of payroll processing and financial transactions experience.
- Ability to pay attention to details and perform assigned tasks accurately and completely.
- Ability to complete assigned tasks within established time deadlines.
- Ability to work pass normal shift hours and weekends when needed.
- Ability to answer payroll related questions from employees when called upon to do so.

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