



**Position Title:** PT Payroll Clerk  
**Department:** Finance  
**Supervisor:** Payroll Solutions, Assistant Director

Human Resources Representative: Melissa Getz, Human Resources Director. Applicants can submit a resume via e-mail to [hronline@javitscenter.com](mailto:hronline@javitscenter.com) or fax to (212) 216-4484.

Located on Manhattan's West Side, the Javits Center is the busiest convention center in the United States, hosting a variety of events that support New York's hotel, restaurant, tourism and transportation industries. Designed by I.M. Pei & Partners, the iconic venue opened in 1986 and has since become New York's primary venue for large conventions, trade shows and special events, attracting millions of visitors from around the world each year. These large-scale events generate more than \$2 billion in annual economic activity for New York City and New York State and support as many as 18,000 jobs in and around the facility. Operated by the New York Convention Center Operating Corporation (NYCCOC), the Javits Center has 760,000 square feet of total exhibition space, 102 meeting rooms and four banquet halls, as well as a range of technology services, including WiFi access.

**Position Summary:** Under the supervision of the Payroll Solutions, Assistant Director, the functions of the PT Payroll Clerk are as follows:

- Process payrolls and benefits for various departments using the Kronos and FoxPro systems;
- Prepare and process labor/payroll related reports and records to outside organizations such as NYS Unemployment;
- 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;
- Maintain highly effective electronic imaging for data retention to comply with internal procedures and NYS / Federal law;
- Answer questions from employees regarding payroll issues in a timely manner;
- Protect the confidential information of employees;
- Complete duties in a timely manner with a high level of accuracy and attention to detail; and
- Perform other tasks and special projects as directed to assist in development of departmental goals.

#### **POSITION SPECIFICATIONS**

- High school graduate or equivalent;



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- Minimum one-year payroll department experience;
- Ability to complete assigned tasks within established time deadlines;
- Strong attention to detail required;
- Proficient with Excel; and
- Ability to work past normal shift end times and weekend when needed.