



Position Title: Payroll Coordinator

Department: Payroll Solutions

Supervisor: Director of Finance and Planning

Applicants can submit a resume via e-mail to careers@javitscenter.com

The Javits Center has been considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows and special events on Manhattan's West Side. These large-scale events have generated more than \$2 billion in annual economic activity for New York City and New York State, supporting as many as 18,000 jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of new meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Key Job Accountabilities:

- Process payrolls and benefits for various departments using Kronos Scheduling / Timekeeping and ADP for Payroll Calculation / Payment.
- Prepare and process labor / payroll related reports and records to outside organizations such as NYS Unemployment, labor unions, etc.
- Provide support and assistance to other payroll coordinators.
- Process employee master payroll file updates timely (i.e. tax exemptions, bank account information, other deductions) for accurate payroll calculation.
- Process / communicate Wage Garnishment's.
- Maintain Statistical reports for management's use in financial reporting / decision making.
- Maintain highly effective electronic imaging for data retention to comply with internal procedures and NYS / Federal law.
- Perform other tasks and special projects as directed to assist in development of Finance departmental goals

Qualifications:

- **Fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.**
- **Must work full-time onsite at the Javits Center.**
- Minimum of 3 - 5 years' experience in processing payroll and the related financial



transactions.

- Microsoft Office – Outlook, Word, Excel.
- Typing speed greater than 50 WPM.
- High school graduate or equivalent.
- Able 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 end times and weekends when needed.
- 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 CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.