

Position/Title: Timekeeping and Payroll Administrator (Part-time)

Contact: Send resume and cover letter to cpf-HR@cityparksfoundation.org

ABOUT CITY PARKS FOUNDATION

At City Parks Foundation (CPF), we are dedicated to invigorating and transforming New York City parks into dynamic, vibrant centers of urban life through sports, arts, community building, and education programs for all New Yorkers. Our programs -- located in more than 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year.

- CityParks Shows brings hundreds of live music, dance and theater performances to communities throughout New York City's five boroughs. The SummerStage festival presents over 100 free performances and benefit concerts each year in 16 parks throughout the city, ranging from American pop, Latin and world music to dance, spoken word and theater. The Swedish Cottage Marionette Theatre, home to one of the last public marionette companies in the US, presents modern takes on classic fairy tales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.
- Partnership for Parks is a unique public-private partnership between CPF and NYC Parks that supports and champions neighborhood volunteers by giving them the tools they need to advocate and care for their neighborhood parks and green spaces.
- CityParks Learn environmental education programs help students experience the fun of science, while learning about their relationship to the natural world and the ways in which they can protect our natural environment. We provide environmental science programs for elementary, middle and high school students throughout New York City, serving nearly 3,000 kids through school-day, afterschool and summer programming, as well as credit-bearing training and paid internships for teenagers.
- CityParks Play activates New York's neighborhood parks with free sports programs for kids, including tennis, soccer, golf, track & field, and multi sport instruction, as well as fitness classes for seniors. We help New Yorkers stay active and healthy, discover new sports, and make new friends.

Our ethos is simple: *we believe thriving parks mean thriving communities.*

POSITION SUMMARY

We are seeking a part-time (20 hours per week) Timekeeping and Payroll Administrator to primarily work with our SummerStage team to track and compile union employee time and attendance. The ideal candidate will be adept at navigating Paychex, which is our current payroll system. Working in conjunction with HR and supervisors, the Timekeeping and Payroll Administrator will compile employee payroll data from Paychex and other record keeping documents and accurately enter them into Paychex while reviewing wage computations to identify and reconcile any payroll discrepancies.

RESPONSIBILITIES

Time & Attendance:

- Assist in the accurate completion of time recording via spreadsheets and other documents showing union employees' arrival and departure times at SummerStage location(s)
- Examine digital time cards to ensure an employee's start, finish, lunch and break times are accurately captured
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.

- Identify and reconcile any payroll discrepancies each pay period
- Compile statistical reports, statements, and summaries related to time and attendance as requested
- Serve as a point of contact for Local One affiliated employees concerning time clock issues, paycheck issues, and direct deposit set up
- Collaborate with Production Coordinator to resolve discrepancies between Paychex reporting and department generated bi-monthly payroll summaries

Payroll:

- Assist with the computation of wages and deductions, and enter data into Paychex;
- Compile employee time, production, and payroll data from time sheets, daily attendance logs and other records
- Provide information to Finance, HR and program teams on time & attendance and general payroll matters
- Stay informed about changes in paid time off laws that apply to the payroll process
- Record employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records as needed
- Issue and record adjustments to employee pay related
- Other duties as assigned

QUALIFICATIONS

- 2-3 years managing time and attendance
- 1-2 years dedicated Paychex experience
- Proficiency in Google Suite
- Ability to identify and resolve complex time and attendance issues
- Keen attention to detail
- Excellent communications skills
- The ability to manage multiple competing priorities
- Ability to problem solve
- Excellent organization skills
- Knowledge of Local One contracts or experience with a complex pay class a plus

CONTACT

Interested parties must email cover letter, resume and salary requirements to: cpf-HR@cityparksfoundation.org. Please put "Timekeeping and Payroll Administrator (Part-time)" in subject header. Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.