



EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social services agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Payroll/Human Resources Assistant
Department: Finance
Reports to: Payroll Manager & Human Resources Manager
Hours: Full-time, 35 hours per week

Responsibilities:

- Act as a back-up for Payroll Manager. These responsibilities include, but are not limited to:
 - Responsible for computation of salaries, salary increases and retroactive payments.
 - Responsible for the input and review of payroll processing for multiple payrolls.
 - Prepare and record allocation of salary and benefits for each payroll processing.
 - Prepare payments and maintain schedules for employee voluntary withholdings.
 - Generate monthly reconciliation of payroll for all agency programs.
 - Prepare quarterly Federal, State & City tax reports (941, NYS 45).
 - Process annual W-2's and 1099's.
 - Liaison with finance and program staff regarding all payroll matters.
- Compute and maintain time and leave reports for employees.
- Prepare all payroll and payroll related allocation journal entries.
- Maintain and update employee files and benefit packages.
- Accurately process tax payments.
- Process Payroll and Human Resources paperwork (e.g. housing forms, employment verifications, etc.).
- Additional duties as assigned.

Qualifications:

- At minimum an Associate's Degree in Accounting, and 3 to 5 years of experience managing corporate payroll and benefits administration.
- Strong computer skills essential, especially in Excel.

- Working knowledge of ADP payroll and benefits allocations.
- In depth knowledge of payroll practices and procedures.
- Ability to handle multiple payrolls, while maintaining segregated records, in a fast paced environment.
- Excellent communication and organizational skills essential.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to:

hr@unionsett.org

Please indicate Payroll/HR Assistant in subject of e-mail.

Resumes without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER