



SAINT ANN'S SCHOOL

PAYROLL COORDINATOR

POSITION ANNOUNCEMENT

Saint Ann's School, an independent, non-sectarian day school enrolling 1,100 students in pre-kindergarten through high school, seeks an experienced Payroll Coordinator responsible for full-cycle payroll processing.

ABOUT SAINT ANN'S SCHOOL

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering more than 300 and 1090 students, Saint Ann's is among the largest and most sought-after independent schools in New York City. Occupying space in seven separate buildings clustered in Brooklyn Heights, Saint Ann's draws most of its students from nearby Brooklyn neighborhoods as well as Manhattan. Known for its commitment to an education that brings together passionate and talented teachers with gifted and motivated students, Saint Ann's has earned an outstanding reputation in academic disciplines and the arts.

RESPONSIBILITIES

- Responsible for the Payroll Process
 - Responsible for full-cycle payroll processing for multiple payroll cycles, including updating payroll records, entering time, submitting payroll, and reconciling payroll records.
 - Check payroll information for accuracy and ensure all relevant paperwork is in order
 - Coordinate with HR about changes in payroll (e.g. terminations, new hires)
 - Oversee electronic payments and distribution of payroll checks and garnishments
 - Update data with salary or wage adjustments
 - Review change reports and ensure accurate recording of voluntary deductions and other withholdings.
 - Maintain the payroll system (Paycom) and troubleshoot any system problems. Responsible for setup of new functions within the system.
 - Review tax compliance and remain knowledgeable in applicable state and federal regulations. Ensure any corrections needed are coordinated with the payroll company.
- Respond in a timely manner and proactively correspond with colleagues on payroll matters. Ensure open lines of communication and strong partnership with managers on payroll matters.
- Plan and develop training materials for department chairs and employees.

- Recommend changes to procedures to improve efficiency and accuracy.

PROFESSIONAL REQUIREMENTS

- Bachelor's Degree
- 3 – 5 years experience in payroll processing
- Working knowledge and recent experience with Paycom required
- Experience in independent schools and/or non-profit administration a plus
- Demonstrated skill in using MS Office, especially Excel
- High level of organization skills with an attention to detail and deadlines
- Think logically, make decisions and solve problems
- Maintain integrity and professionalism at all times
- Communicate effectively with all constituents in a school environment

COMPENSATION

A competitive compensation package, commensurate with level of experience, plus benefits.

APPLICATIONS

Please e-mail a resume along with a cover letter to PayrollCoordinator@saintannsny.org. Only applications with cover letters will be considered.

NOTICE OF NONDISCRIMINATORY POLICY

The School does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, disability, national or ethnic origin or sexual orientation in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.