



## SAINT ANN'S SCHOOL

### POSITION ANNOUNCEMENT : PAYROLL COORDINATOR

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

Saint Ann's is among the largest and most selective independent schools in New York City, known for the breadth and depth of its curriculum in academic disciplines and the visual and performing arts. 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. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth. Recently, Saint Ann's has made a commitment to centering anti-racism in the life of the school.

### 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**

Interested applicants should send a cover letter and a resume to [PayrollCoordinator@saintannsny.org](mailto:PayrollCoordinator@saintannsny.org). Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Position is open until filled.

### **NOTICE OF NONDISCRIMINATORY POLICY**

Saint Ann's School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to



students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, 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.