LOCAL INITIATIVES SUPPORT CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Payroll Associate
REPORTS TO: Senior Payroll Manager
JOB CLASSIFICATION: Non-Exempt / Full Time
LOCATION: New York, NY

The Organization:

What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue
• Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
• Develop leadership and the capacity of partners to advance our work together
• Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
• Invest in businesses, housing, and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
• Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $24 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment, and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org

JOB SUMMARY

We are currently searching for a Payroll Associate who will work closely with the Senior Payroll Manager to assist and administer the activities relating to the company payroll processing and ADP administration for LISC and AmeriCorps including developing, implementing, and monitoring (e.g., performing internal audit and control procedures to ensure that all wages and taxes are accurate).

Serve as an assistant in this role to support the organization’s payroll processes to ensure compliance for 500+ employees nationwide.

DUTIES AND RESPONSIBILITIES
• Maintain payroll information and update payroll records in the ADP system.
• Assist with processing bi-weekly and semi-monthly multi-state payroll.
• Assist with electronic timekeeping systems and review timesheets.
• Obtain information needed for payroll processing.
• Respond to payroll inquiries and keep all payroll information confidential.
• Coordinate with the HR department to ensure correct employee data.
• Produce scheduled reports pertaining to payroll for other departments.
• Monitor federal and state requirement changes as it relates to payroll.
• Ensure policies and procedures comply with current legislation.
• Perform other payroll related duties as related and assigned.

MINIMUM REQUIREMENTS
• High school diploma/GED required. Degree in business administration, finance, or accounting from an accredited college or university preferred.
• Minimum 2+ years of experience assisting payroll in multiple states including New York and California, ADP/HRIS and benefits processes required.
• Proficient in ADP Workforce Now, ATS, HRIS, Time and Attendance, Software applications.
• Advanced Excel skills and proficiency in MS Office (Word, PowerPoint).
• Must have a high level of interpersonal skills and ability to handle sensitive and confidential situations.
• Strong written and verbal communications skills.
• Strong organizational skills and ability to complete multiple tasks and high volume of work on a deadline.
• Strong numerical aptitude and attention to detail.
• Excellent customer service, time management, and follow-through skills.
• Ability to perform all duties in a confidential, professional, and ethical manner.

COMPENSATION
LISC offers a competitive salary and an excellent benefits package.

APPLY TO
Please send cover letter and resume by email to lmcintosh@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE