LSNYC seeks an assistant payroll manager.

**About Us:**

Legal Services NYC (LSNYC) fights poverty and seeks racial, social and economic justice for low-income New Yorkers. For over 50 years, we have challenged systemic injustices that trap people in poverty and provided legal services that help our clients meet basic needs for housing, income and economic security, family and immigration stability, education, and health care.

LSNYC is the largest civil legal services provider in the country; our staff of more than 600 people in neighborhood-based offices and outreach sites across all five boroughs helps hundreds of thousands of New Yorkers annually. We partner with scores of community-based and client-run organizations, elected officials, public agencies, pro bono lawyers, and the courts to maximize our effectiveness. Our work fights discrimination and helps to achieve equity for all low-income New Yorkers.

LSNYC employees have numerous opportunities for growth and professional development, including access to our internal Justice Learning Center, which provides opportunities to earn free CLEs and gain experience as a trainer. Further, LSNYC prides itself on its Diversity, Equity, Inclusion and Belonging (DEIB) efforts and aims to create a work environment where everyone can bring their full selves to the work.

All non-managerial staff at LSNYC are part of one union and enjoy a generous benefits and compensation package, including exceptional healthcare, dental insurance, a vision plan, 21 vacation days per year (increasing to 28 days after the first year), 18 sick days per year, and a Loan Repayment Assistance Program. LSNYC staff can work remotely up to 50% of the time, job duties permitting.

**The Opportunity:**

The Assistant Payroll Manager is responsible for managing aspects of LSNYC’s payroll operations including, but not limited to, the processing of bi-weekly payroll for all segments of LSNYC and for supporting the Payroll Manager. The role of the Assistant Payroll Manager demands that the occupant of this position maintain at all times, the strictest confidentiality with regard to the business and its staff information.

The Assistant Payroll Manager is responsible for assisting in the management and execution of all payroll processes and systems to ensure the accurate and timely processing of payroll. These responsibilities include policies and procedures, Internal Controls, management reporting and analyses, systems and processes, managing the outside payroll service provider and assisting the Payroll Manager in managing all aspects of payroll operations.

**Essential Functions:**

**Management Responsibilities**

- Make recommendations to the Payroll Manager for the improvement of payroll policies and procedures
- Manage and process payroll on a bi-weekly basis
- Assist the Payroll Manager in maintaining payroll guidelines
- Review and ensure the efficacy of payroll process internal controls
- Prepare relevant weekly, monthly, quarterly and annual reports
- Oversee maintenance and accuracy of current employee data in the payroll systems
- Maintain payroll information by keeping abreast of system enhancements
- Critically review and analyze current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations
- Assist in managing relationship with the outside payroll service provider
- Function as secondary interface with outside payroll service provider
- Manage the implementation of any system changes
- Work within the finance team, and with HR to ensure operational synergy
- Manage payroll workload to meet operational requirements
- Support all internal and external audits and reviews relating to payroll operations
- Assess and resolve issues relating to payroll production
- Ensure compliance with Federal, State and local legal requirements by keeping abreast of existing and new legislation, and advising the Payroll Manager on necessary actions
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- Assist in managing time and attendance tracking
- Assist the Payroll Manager in developing systems and procedures to process payroll account transactions

**Payroll Cycle Responsibilities:**
- Coordinate with the Payroll Manager and HR to ensure all changes have been entered into the HR module of the Payroll System
- Produce and review payroll reports.
- Monthly, verify with payroll service provider that payroll liabilities have been liquidated timely.
- Perform periodic and year-end payroll reconciliations

Requirements:

- Bachelor’s Degree in Accounting or Business Administration or related field, or an equivalent combination of education and experience
- Minimum of 5 years’ experience processing payroll
- Prior experience with Payroll / HR and time systems required
- Excellent processing skills and attention to detail
- Ability to prioritize and meet deadlines
- Excellent written and oral communication skills
- Self-motivated, collaborative, independent, flexible, creative and responsible
- Must be detail oriented and comfortable in a fast-paced environment
- Ability and experience working as a member of a team
- Must possess excellent organization skills and be able to prioritize multiple tasks with a high degree of accuracy
- Skilled in using Microsoft Office Suite, including Word, Excel and Outlook, and have a willingness to embrace and work with new technologies.

Health Recommendation

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid-19 vaccinations unless they are unable to for medical or religious reasons.

How to Apply:

Salary is commensurate with experience. Benefits include excellent health and dental insurance, an employer contribution to a pre-tax 403(b) pension plan, and generous leave time.

To apply, send a cover letter, resume and the names of three references via e-mail to jlever@lsnyc.org and jts@lsnyc.org. Please write "Assistant Payroll Manager" in the subject line of the email.

Only candidates selected for interviews will be contacted. No telephone calls.

Legal Services NYC is an equal opportunity employer. People of color, women, people with disabilities, people over 40, and gay, lesbian, bisexual, and transgender people are strongly encouraged to apply.

Salary Range: $70,603 â€“ $105,905