



OPENING FOR
PAYROLL COORDINATOR
HUMAN RESOURCES

ANTICIPATED HIRING RANGE: **\$40,000 – \$45,000**
Anticipated Total Compensation Package: **\$66,571 – \$71,988***
*based on health insurance coverage for employee + family

This is a full-time position that is eligible for [benefits](#).

THE POSITION

Under direct supervision from the Director of Human Resources (HR) with a dotted reporting line to the Director of Financial Services, the Payroll Coordinator coordinates efficient utilization of Associated Students, Incorporated's (ASI's) Human Resources Information System (HRIS), ADP Comprehensive Payroll Services, and is responsible for accurately processing payroll and personnel transactions in accordance with organizational policy, applicable state and federal requirements and payroll processing deadlines. In alignment with ASI's mission, the Payroll Coordinator will maintain a student learning-centered HR Department by working collaboratively with HR student assistants and HR interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to a variety of customer inquiries and requests for information in a timely and professional manner
- Works collaboratively with the service team at ADP Comprehensive Payroll Services
- Calculates, processes and reconciles a diverse range of payroll and personnel transactions for all categories of ASI employees internally and to outside agencies
- Maintains the ADP Workforce Now and ADP Comprehensive Payroll Services system to meet the needs of ASI in compliance with ASI policies and procedures
- Oversees and/or performs the data entry of ASI all new hires, rehires and salary adjustments
- Coordinates the payroll processing twice a month for all ASI employees including any off cycle or manual check requests
- Coordinates with ADP Comprehensive Payroll Services on the filing of quarterly, year end and W-2 reconciliations with review by the Director of Human Resources and/or Director of Financial Services
- Maintains and ensures the integrity of the hard copies of payroll tax returns and conformation of forms W2, W3 and 941 processed and filed by ADP
- Works with the Director of Financial Services on payroll related items that affect the general ledger
- Applies knowledge of HRIS and data management systems and consults various resources to access and accurately enter and maintain payroll and personnel data
- Validates data, identifies discrepancies and errors and calculates and reconciles variances to maintain data integrity in ASI's HRIS
- Applies various rules, regulations and policies to determine accurate employee pay and accruals
- Prepares and reviews documents for accuracy, verifies and audits data, determines appropriate codes, identifies and calculates overtime payments, coordinates collection activities and reconciles work schedules
- Gather, analyzes and prepares data for a wide variety of reporting
- Runs queries, validates results and presents data
- Responds to inquiries and prepares correspondence relating to payroll and personnel policy and procedures
- Provides guidance and assistance to employees on proper procedures for recording time and attendance
- Performs accurate and timely data entry
- Performs accurate and timely reporting to outside agencies including CalPERS and Employment Deployment Department (EDD)
- Performs other duties as assigned

QUALIFICATIONS

- Equivalent to a Bachelor's degree in business, human resources, accounting, finance or related field
- Three years of experience processing payroll and personnel transactions in accordance with state and federal regulations
- Experience in processing payroll and personnel transactions in an ADP environment preferred
- Ability to apply a wide variety of policies, procedures and applicable state and federal regulations
- Ability to research, analyze and explore solutions and recommend changes to existing processes
- Ability to investigate and resolve errors and discrepancies
- Ability to organize work, establish priorities and meet critical deadlines
- Ability to accurately perform basic math and use a calculator
- Demonstrated ability to maintain confidentiality and a diplomatic, professional demeanor
- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Strong analytical skills with the ability to perform accurate, detailed work
- Ability to display initiative and remain flexible in a fast-paced and changing environment
- Ability to adhere to work rules, follow directions, use time effectively and work productively
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- Ability to work collaboratively with others
- Ability to make independent decisions and make recommendations
- Ability to operate a computer work station utilizing word processing, spreadsheet and other applications in use
- Demonstrated ability to work with a diverse student population and campus community
- Ability to satisfactorily complete a background check (including a criminal records check)

WORK ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: telephones, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 25 pounds.

POSITION SENSITIVITY

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

APPLICATION PROCEDURE

Both an application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to:

Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35
Pomona, CA 91768

Phone: (909) 869-3546
E-mail: asihr@cpp.edu

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI

Established in 1963, Associated Students Incorporated (ASI), is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the [CSU Executive Order 1083](#), each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.