



OPENING FOR  
**PAYROLL COORDINATOR**  
ASI HUMAN RESOURCES

**ANTICIPATED HIRING RANGE: \$41,000 - \$46,500 annually**

*Anticipated Total Compensation Package with Benefits: \$68,013 - \$73,944*

*\*based on health insurance coverage for employee + family*

*This is an hourly, non-exempt, full-time position that is eligible for [benefits](#).*

## 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 is responsible for accurately processing payroll and personnel transactions in accordance with organizational policy, applicable state and federal requirements and payroll processing deadlines. Coordinates efficient utilization of Associated Students, Incorporated's (ASI's) Human Resources Information System (HRIS), ADP Workforce Now (WFN). 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

- Coordinates the payroll processing twice a month for all ASI employees including any off cycle or manual check requests
- Calculates, processes and reconciles a diverse range of payroll and personnel transactions for all categories of ASI employees internally and to outside agencies to maintain data integrity in ASI's HRIS
- Oversees all payroll related transactions to include new hires: rehires, payroll changes, separations, wage withholding orders, direct deposit, uncashed payroll checks, stop payments, work schedules, pay, overtime, time off accruals, Wage Rate program and submission of contributions to CalPERS retirement plan
- Works collaboratively with the service team at ADP Workforce Now (WFN)
- Maintains ADP WFN system to meet the needs of ASI in compliance with ASI policies and procedures
- Coordinates with ADP WFN on the fling 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
- Gathers, analyzes and prepares data for a wide variety of reporting including Federal and State reporting requirements
- Responds to inquiries and prepares correspondence relating to payroll and personnel policy and procedures
- Provides training to employees on proper procedures for recording time and attendance
- Communicates with directors changes to policies and procedures related to payroll
- Creates Disbursement Requests (DRs) for payroll related invoices and purposes
- Performs other duties as assigned

## QUALIFICATIONS

- Equivalent to a Bachelor's degree required in business, human resources, accounting, finance or related field
- Three years full-time 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
- Knowledge of leave accrual rates preferred
- 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-orientated 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 navigate multiple payroll software solutions & HRIS platforms
- Ability to perform accurate and timely data entry
- Ability to operate a computer, proficiency with Microsoft Office Suite (i.e. Word, Excel, PowerPoint) and ability to learn and utilize new software programs
- Demonstrated ability to work with a diverse student population and campus community
- Ability to satisfactorily complete a background check (including a criminal records check)

### **WORKING 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, and bend.

### **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. 35-1216  
   Pomona, CA 91768

Phone: (909) 979-5546

E-mail: [asihr@cpp.edu](mailto:asihr@cpp.edu)

Position open until filled. 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

**SYSTEMWIDE SMOKE AND TOBACCO FREE ENVIRONMENT EO 1108:**

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.

<http://www.calstate.edu/EO/EO-1108.html>

**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.