

TITLE Payroll and HRIS Coordinator

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

POSITION Payroll and HRIS Coordinator

REQ NUMBER HUM-17-00002

POSITION REQUIREMENTS *Formal education required:*

- H.S. Diploma, some college preferred.

Previous experience required:

- 3 to 5 years HRIS/Payroll experience.
- Experience working with the Paychex (Preview) system preferred.
- Excellent communication and customer services skills required.

DESCRIPTION St. Mary's Healthcare System for Children is currently seeking a dynamic Payroll and HRIS Coordinator to join their team of professionals at their New Hyde Park location. The qualified candidate will maintain the Human Resources Information System (HRIS) and Payroll system providing timely, accurate processing of employee related data; process biweekly payroll and verify the accuracy of the information; and work closely with the Finance and Human Resources team to resolve issues and inconsistencies.

The qualified candidate will provide excellent customer service to all team members of St. Mary's Healthcare System for Children.

WHAT WE CAN OFFER YOU!

1. Full-time employment with great developmental and growth opportunities
2. A mission driven culture, committed to our values and kindness, that truly cares about our teammates and residents, and the communities we serve.

3. Competitive salary and benefits.

Learn more about St. Mary's Healthcare System for Children at www.stmaryskids.org!

St. Mary's Healthcare System for Children is an Equal Opportunity Employer
M/F/D/V/SO

Please email resume with salary requirements to phackenjosh@stmaryskids.org