

PAYROLL COORDINATOR  
Melville

A Financial Services firm located in Melville on the 110 corridor seeks a Payroll Coordinator for a temporary assignment. Must have 3+ years of payroll experience, and strong ADP WFN or PCPW skills. This will start as a part-time assignment, approximately 25 hours; however, it will become FT within a month, approximately 30 – 40 hours. Candidate must be able to start immediately.

Responsibilities include, but are not limited to:

- Payroll data entry for all entities
- Calculate and verify salary notices for new hire and termed employees
- Calculate and process retro payments, adjustments and catch ups
- Calculate severance pay out
- Sort and distribute payroll for all location
- Respond professionally to employee payroll inquires/questions
- Enter statutory/non-statutory deductions
- Audit data feed reports from HRIS to ensure and maintain the integrity of payroll data
- Review payroll previews to ensure the accuracy of payroll
- Ad Hoc for any payroll projects, reports and inquires
- Prepare 401K deferral files for employee contributions

Please send your resume to [tmjockers@yahoo.com](mailto:tmjockers@yahoo.com) to apply.