

**WE ARE NEW YORK'S LAW SCHOOL**

## **Payroll/Junior Accountant**

New York Law School (NYLS), located in the heart of Tribeca, seeks an exceptional individual to serve as its new Payroll/Junior Accountant, reporting to the Associate Controller. The Payroll/Junior Accountant will prepare and transmit NYLS's payrolls through the School's contracted payroll system and support other accounting functions. The person in this role will be a key member of the accounting team who will interact with numerous internal and external stakeholders.

The Payroll/Junior Accountant will have a strong focus on customer service, flexibility in accepting responsibilities that are appropriate in a small setting, and shall wear multiple hats to support different functions as needed to support absences and seasonal workloads.

### **Responsibilities**

#### **Payroll functions**

- Prepare and transmit payroll through the Law School's contracted payroll system.
- Update each payroll with tax changes, changes in personnel information, and voluntary deductions.
- Monitor and calculate a large volume of timecards and timesheets.
- Work in conjunction with the Office of Human Resources and communicate with various departments that initiate employment; coordinate pay dates and information to ensure accuracy of all employee/student compensation.
- Prepare and reconcile payroll labor allocations.
- Reconcile general ledger payroll transactions against Forms 941 and W-3.
- Responsible for maintaining and filing payroll records and other payroll department documents.
- Responsible for preparation, approval, and distribution of W-2 forms.
- Work with payroll vendor on payroll issues and payroll tax issues.
- Coordinate pay dates and validate payrolls and other additional payroll compensations/actions.
- Prepare and distribute support staff and student timesheets/cards and when necessary, follow up with employees and supervisors to obtain missing timesheets or missing timesheets/card approvals.
- Coordinate the distribution of paychecks.
- Research and answer questions from internal and external sources related to payroll and accounts payable.

#### **Other accounting functions as necessary to support operations when needed**

- Support in preparing invoices for payment by obtaining approvals, matching purchase order numbers, and researching for possible duplicate payments.
- Support all other accounts payable functions such as entering invoices and check requisitions into Banner, proofs for accuracy, proper account coding, running processes, and printing checks.
- Assist external auditors with all required schedules, year-end audit requests, and questions.
- Support in the preparation, review, and filing of Form 1099.
- Support in preparing and maintaining accounting schedules such as accounts payable accruals, prepaid expenses, etc.
- Responsible for maintaining and filing accounts payable documents.
- Assist in the day-to-day operations of the Accounting Department.

## Other

This role may offer the opportunity to contribute to broader institutional initiatives and assume other responsibilities as directed by the Associate Controller and Vice President for Financial Planning and Analysis.

## Requirements

- A bachelor's degree in accounting is required.
- A minimum of 2 to 5 years' experience in accounts payable and payroll processing.
- Experience using ADP or other payroll systems.
- A strong and thorough understanding of payroll structures and knowledge of federal and state/city compliance is required.
- Proven commitment to the principles of customer service/student satisfaction with the ability to work with diverse groups and constituents.
- Experience using Banner (preferred)
- Open to feedback with a willingness to learn, grow, and contribute.
- Ability to organize, coordinate, and direct projects and lead innovative, strategic initiatives.
- Knowledge of accounting functions with strong technical accounting and analytical skills.
- Excellent computer skills (Word and Excel required) and reporting tools.
- Experience in higher education accounting is a plus.
- A dedicated professional and team player with excellent interpersonal and communication skills.
- A commitment to quality, innovation, and process improvement with an emphasis on collaborative teamwork and high customer service standards.

## Compensation and Benefits

This position offers an annual salary range of \$65,000 to \$75,000. We offer a highly competitive compensation and benefits package.

## How to Apply

Please submit a cover letter highlighting your qualifications, salary expectations, and your interest in joining New York Law School, along with your résumé, to Kitty Montanez, Associate Director of Human Resources, at [jobs@nyls.edu](mailto:jobs@nyls.edu).

### About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

### New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.