

**JOB DESCRIPTION**

**Position Title:** Payroll and Finance Associate

**Department:** Finance

**Reports To:** Manager, Payroll and Facilities

**FLSA Status:** Exempt

**Organization**

The Leona M. and Harry B. Helmsley Charitable Trust (“Helmsley”) aspires to improve lives by supporting exceptional efforts in the U.S. and around the world in health and select place-based initiatives. Since beginning its active grantmaking in 2008, Helmsley has committed more than $2 billion for a wide range of charitable purposes. Helmsley has a $7 billion endowment which consists of diversified investments, including alternatives. For more information on Helmsley, visit [www.helmsleytrust.org](http://www.helmsleytrust.org).

**Position Summary**

The Payroll and Finance Associate focus is twofold: 1) process the day-to-day activities surrounding Helmsley’s employee compensation function, including working closely with Helmsley’s human resources function to ensure the timely and accurate processing of payroll and benefits, and 2) assist in Finance Department’s responsibilities such as bank reconciliations, Helmsley’s credit card management and other necessary accounting functions. This position reports to Helmsley’s Manager, Payroll and Facilities and will have matrix reporting to the Controller.

**Essential Duties and Responsibilities**

1. **Payroll Processing**

* Process semi-monthly payroll and ensure that all deductions and tax remittances are accurate and meet established schedules
* Review all pertinent information for new hires, temporary workers, promotions, and terminations prior to payroll processing to ascertain accuracy and timeliness
* Address and resolve payroll-related matters such as employee inquiries, pay corrections, manual checks, problem research and resolution
* Review/reconcile funding transfers to benefit and other payroll-related service providers for propriety
* Perform periodic audits to ensure that calculations are accurate; including wage and tax reconciliations and filings in accordance with federal, state, and local statutes

1. **Payroll Accounting and Reporting**

* Book all payroll journal entries in a timely and accurate manner
* Reconcile payroll and payroll-related general ledger accounts monthly
* Perform monthly, quarterly and annual benefits and retirement reconciliations
* Assist in preparing reports and surveys requested by membership organizations, regulatory agencies, insurance providers, and others
* Prepare schedules used in financial reporting process and annual audit

1. **Payroll Tax Compliance**

* Ensure compliance with federal, state and local tax regulations, including the timeliness, accuracy, and completeness of statutory tax filings
* Reconcile taxable wages and associated taxes for IRS Form W-2 purposes and 941
* Maintain organized payroll records in accordance with Helmsley and statutory document retention policies
* Oversee response to periodic external compensation-related inquiries

1. **Other Payroll Responsibilities**

* Maintain current regulatory environment knowledge
* Maintain applicable professional licenses and certifications
* Manage payroll-related vendor relationships as applicable
* Liaise with appropriate departments with respect to payroll compensation matters
* Review and recommend changes to current payroll, benefits and tax procedures

1. **Financial Accounting and Reporting**

* Prepare accounting schedules, including depreciation and fixed assets schedules, to be utilized in month end close
* Prepare monthly bank reconciliations
* Perform certain administrative tasks related to Helmsley’s credit card program including monthly credit card reconciliation
* Prepare other financial reporting as requested

**Desired Qualifications**

* Bachelor's degree from an accredited four-year higher education institution in accounting, finance, or related areas
* Minimum five years of experience in payroll and benefits processing and administration
* Experience working in tri-state area tax jurisdictions preferred
* Knowledge of general accounting
* Basic knowledge of employment tax requirements surrounding qualified and non-qualified benefit plans
* Experience managing relationships with payroll-related vendors
* Demonstrates sound judgment, integrity and ethics
* Familiarity with NetSuite and UltiPro software a plus
* Strong written and verbal communication skills
* Detail oriented with strong analytical skills
* Ability to work with a team in a collaborative environment

**Application Process**

The Payroll and Finance Associate position is based at Helmsley’s main office in New York City. To apply please submit cover letter and resumé (in Word or PDF format) at <http://www.helmsleytrust.org/jobs-helmsley>. Only those selected for an interview will be contacted.  In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the U.S. and to complete the required employment eligibility verification document form upon hire. Helmsley does not provide visa sponsorship for employment.

**The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to bear exhaustive list of all responsibilities and activities required for the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.**