

Payroll Associate Intern – Team Finance

Start Date: April 12, 2021
End Date: August 13, 2021
Team: Finance
Location: New York, NY/Remote

About Achievement First

Achievement First is a Charter Management Operator (CMO) that runs 36 schools in five cities across New York, Connecticut, and Rhode Island. We are a growing organization serving 13,500 students with plans to reach 20,000 in the next 10 years. Our mission is to deliver on the promise of equal educational opportunity for all of America's children. That is what we work for, every day. We know that all children—regardless of race, zip code, or economic status—deserve access to great schools.

We are high performing

We have some of the best schools in the country. Our students are outperforming kids across our cities and states. And they are going on to college to become whatever they dream of.

We care about people

We can help you become who you are meant to be, whether you are 8 or 38. Because at Achievement First, we know that taking care of kids means taking care of our people, too.

We are innovating & growing

We never stop learning and evolving. It is a part of everything we do, from our bold new programs to the way our network of schools continues to grow in the communities we serve.

About the Role

The Payroll Associate Intern at Achievement First is responsible for assisting in all payroll activities related to our busy summer onboarding season. Duties include but are not limited to:

- Complete ADP training modules
- Process all new hire onboarding, and related transactions and changes (direct deposits, tax updates, etc.)
- Assist with any data entry related to internal transfers across the organization
- Maintain data integrity in ADP payroll systems, generate a variety of reports or queries utilizing appropriate reporting tools

Essential Skills and Characteristics

- Basic knowledge of a Federal W-4 form and state tax forms
- Strong Microsoft Word and Excel skills and the ability to manage data quickly to inform decisions
- Ability to work well with others in a fast-paced environment, ability to work to become proficient in learning and understanding standard operating procedures and practices
- Ability to communicate with all levels of employees and across the Network

- Maintain a high degree of professionalism and ethics while handling sensitive and confidential material
- Strong organizational skills
- Detail-oriented individual who is thorough in planning and execution
- Some experience in payroll operations and procedures is preferred
- Strong analytical and decision-making skills
- Excellent oral and written communication skills
- Ability to work independently and as a member of a broader team

Educational Background and Work Experience

- Associate degree in Human Resources, Accounting, Business Management, or related field preferred
- Minimum of 2-3 years of experience with payroll preferred, but not required
- Knowledge of ADP Workforce Now V. 15 or higher preferred

Compensation

Salary for this position is competitive and commensurate with experience.

To Apply

Send resume and cover letter to:

Myrna Kayal
Associate Director, Team Finance
myrnaserrano@achievementfirst.org

Achievement First is an equal opportunity employer. People of color and individuals from diverse backgrounds are strongly encouraged to apply.