

Payroll Associate – Team Finance

Start Date: Immediate
Team: Finance
Location: NY/CT/RI/remote possible

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 37 public charter schools in Brooklyn, Connecticut, and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 14,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary

The Payroll Associate at Achievement First is responsible for processing accurate and timely payroll for their portfolio of schools. This requires establishing and maintaining relationships with school-based staff that enable high levels of communication throughout the bi-monthly payroll process.

Responsibilities of the Payroll Associate will include but are not limited to:

- Responsible for processing semi-monthly payroll for approximately 17 schools from input to delivery (new hires, transfers, promotions, terminations and follow up).
- Process all related payroll transactions and changes (direct deposits, benefits, 403(b), etc.)
- Process all related TRB transactions (Teacher Retirement Board) for Connecticut staff as needed.
- Address payroll related inquiries from schools in a service-oriented manner
- Coordinate and interact with vendors, etc.
- Maintain data integrity in ADP payroll systems, generate a variety of reports or queries utilizing appropriate reporting tools.

Skills and Characteristics

- Knowledge of basic payroll processes, timelines, and information submission deadlines, ideally within a large HRIS system (ADP, Workday, MUNIS, etc.)
- 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 memorizing and understanding standard operating procedures and practices.
- Ability to communicate with all levels of employees, especially Senior Management and school-based Directors.

- Maintain a high degree of professionalism and ethics while handling sensitive and confidential material.
- Results-oriented individual – a determined leader who believes in AF’s Core Values and is willing to do “whatever it takes.”
- Strong Organizational skills
- Detail-oriented individual who sweats the small stuff in planning and execution.
- Skill and experience in payroll operations and procedures, formulating and enforcing policy, and developing and implementing new strategies and processes.
- Strong analytical and decision-making skills
- Excellent oral and written communication skills
- Ability to work independently and as a member of a broader team
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude

Educational Background and Work Experience

- Associate’s degree preferred in Human Resources, Accounting, Business Management or related field
- CPP (Certified Payroll Professional) or FPC (Fundamentals of Payroll Certification) a plus
- Minimum of 2-3 years of in-depth experience with payroll; non-profit setting is a plus
- Intermediate knowledge of ADP Workforce Now V. 15 or higher and ADP Custom Reporting

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Send resume and cover letter to:

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

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.