



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES



CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022

Job Opening:
Associate Payroll Director

Department: Administration

Division: Human Resources

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday – Friday, 9:00 am – 5:00 pm

Pay: \$110,000 - \$115,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits packages are available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a qualified, dynamic, and experienced Associate Payroll Director to serve within the Payroll Office. This role will be responsible for supporting and supervising the day-to-day operations of the payroll office. The incumbent will directly report to the Office Director of Payroll.

Job Duties:

- Process payroll while monitoring the results and work with other administrators (primarily Finance, HR, Benefits, and IT) to ensure compliance with Company policies and DOL regulations.
- Serve as the secondary point of contact in the temporary absence of the Office Director.
- Identifies and resolves payroll and benefit reconciliation discrepancies.
- Ensure timecard signoffs and that each employee is paid correctly.
- Review all overtime, time, and attendance inputs and assist in timekeeping corrections.
- Work closely with the Office Director to establish a payroll process from beginning to end.
- Assist the Office Director in managing the payroll budget.
- Monitor all new hires' payroll process, reconcile benefit deductions, and final pays for termination/retirement.
- Responsible for supporting management's initiatives in recruitment, staff management, training, managing complex organizational details, negotiating successfully to resolve conflict, and meeting deadlines concerning all daily administrative tasks.
- Assist with payroll month-end, quarterly, and year-end processes.
- Provide competent customer service and communication to employees with payroll questions.
- Process special pay such as off-cycles, voids, and reissues.
- Audit and accurately manage accruals/PTO allotments and balances.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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- Work closely with the Office Director to identify the implementation needs to comply with ratified Collective Negotiations Agreements.
- Performs other duties as assigned.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

Required Education: Bachelor's Degree in HR, Accounting, or Finance from an accredited college or university.

Required Experience: 10 years of extensive experience in payroll processing, knowledge of FLSA rules, and expert knowledge of standard payroll systems (Unicorn) and HRIS.

Essential Skills:

- Advanced Excel spreadsheet skills, e.g., data analysis and formulas.
- Knowledge of principles, rules, regulations, and procedures for preparing payroll.
- Knowledge of applicable withholding tax procedures and type of payroll deductions.
- Excellent written and verbal communication.
- Strong analytical and critical thinking skills.
- Superior attention to detail and accuracy.
- Ability to prioritize multiple tasks in a fast-paced environment and work within time frames that may be rigid or subject to change on short notice.
- Ability to maintain confidentiality and interact professionally at all times.
- Experience developing and maintaining relationships and the ability to interact with all levels of the organization.
- Must have a results-oriented work ethic and a positive, can-do attitude.
- Excellent supervisory skills with the ability to work in a team environment.

This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title. To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.

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