



**HUDSON
COUNTY
COMMUNITY COLLEGE
VACANCY NOTIFICATION**
Posting Date: August 9, 2017

PT Payroll Office Assistant

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College is currently searching for an experienced **Part Time Payroll Office Assistant**. Under the supervision of the Payroll Officer, the purpose of this position is to assist in payroll functions with auditing part time and work studies timesheets, answering the phones, data entry, and customer service, use of all office equipment, front desk reception duties and other related duties assigned by the Payroll Officer and /or the Controller.

DUTIES AND RESPONSIBILITIES

- Receive timesheets, audit and enter in the payroll system.
- Receive employee's direct deposit and W4 forms and enter in the system.
- File and properly maintain timesheets and other forms I requests.
- Customer Service: (assist employees, answer phone calls).

Requirements: Associates Degree. Knowledge of basic math and basic computer skills. The qualified candidate must possess excellent communication and interpersonal skills both in person and on the telephone and a commitment to excellent customer service is essential. Experience working with a culturally diverse college population is highly desirable and Community College experience is a plus.

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references.

Zuany Chicas, Payroll Officer
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For additional information and employment opportunities at HCCC, please visit:
www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER