

Position Description

Title:	Payroll and Accounts Payable Specialist
Department:	Business and Finance Office
Reports To:	Payroll Manager/Accounts Payable Manager
Internal Contacts:	Student Accounts, Admin & Human Relations, Administrative Offices, Faculty, Staff, Students
External Contacts:	Payroll Company/Vendors
Employment Status:	Full-Time, Non-Exempt
Salary Range:	\$60,000 - \$70,000

Manhattan School of Music is deeply committed to excellence in education, performance, and creative activity; to the humanity of the School's environment; and to the cultural enrichment of the larger community. A premier international conservatory, MSM inspires and empowers highly talented individuals to realize their potential. The Business and Finance Office is seeking a highly motivated individual with strong knowledge of accounting principles, as well as experience in payroll and accounts payable, to fill a full-time position as Payroll and Accounts Payable Specialist.

Domains:

Payroll:

- Coordinate the processing of payroll, ensuring accuracy.
- Review and monitor payroll allocations.
- Communicate with payroll provider (ADP) representatives regarding payroll functions, including IRS correspondence.
- Answer payroll-related inquiries from employees and student workers.
- Prepare manual paychecks when required.
- Assist in the preparation of payroll reports.
- Maintain accurate records and payroll files in accordance with recordkeeping policy.

Accounts Payable:

- Manage the accurate and timely processing of invoices.
- Review check requests, and obtain approvals as required. Cut checks once approved by the Accounts Payable Manager.
- Communicate with other departments on Accounts Payable-related issues, such as payment status or completion of check request forms.
- Reconcile monthly statements from vendors with records in Accounts Payable system.

General Accounting/Budget

- Analyze monthly Actuals to Budget.
- Maintain compliance with all government regulations related to Accounts Payable and Payroll.
- Perform tasks and other duties as assigned.

Job Requirements:

- Bachelor's degree in accounting or finance
- 2+ years of accounts payable and/or payroll experience required
- Working knowledge of the Microsoft Suite (i.e., Word, Excel, Outlook)
- Experience with automated accounting / payroll systems (ADP)
- Experience in a related job and working in an office environment
- Discretion and trustworthiness due to frequent contact with confidential material
- Good communication skills and general understanding of accounting payroll practices and principles

Contact Information:

Send letter of application and résumé including three references to:

Email: recruitfin@msmny.edu

Subject Line: "Payroll and Accounts Payable Specialist"

No phone calls, please.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.