



Position Vacancy Notice
Part Time Payroll Office Assistant
(Posting date: September 5, 2019)

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college with three campuses located just minutes from Manhattan in Jersey City, Secaucus, and Union City, New Jersey. The Journal Square campus sits in the center of Jersey City, next to a major PATH station and transportation hub, while the North Hudson Campus in Union City sits adjacent to a vital light rail station; the Secaucus campus has abundant parking.

Fully accredited by the 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. HCCC was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists for the American Association of Community Colleges' (AACCC) Student Success Award, and was presented with a series of New Jersey Business & Industry Association's Good Neighbor Awards: 2009 for the Culinary Conference Center, 2012 for the North Hudson Campus, and 2015 for the award-winning Gabert Library. In 2017, the College acquired the CarePoint School of Nursing (formerly Christ Hospital School of Nursing) and has since transitioned it to the fully-accredited HCCC School of Nursing, with its students performing among the highest in New Jersey on their NCLEX exams. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in its student success work. The Culinary Arts Institute is continually recognized as one of the finest in the nation.

Position Summary

Under the supervision of the Payroll Office, 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.

Responsibilities include:

- 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/requests.
- Customer Service: (assist employees, answer phone calls).

Minimum Qualifications

Associate Degree and knowledge of basic computer skills, knowledge of basic math skills and customer service skills.

Applications

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to Payroll Officer, Zuaney Chicas, zchicas@hccc.edu.

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

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