

**Payroll Analyst – Full Time
St. Peter’s Health Partners**

You can apply for this job at:

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Below is the description:

Payroll Analyst - Full Time HR:35648

Payroll Analyst - Full Time

Location: Business Office on Wolf Road in Albany, NY

Responsibilities:

- Assists in the facilitation of data validation efforts and training of payroll staff including the creation and maintenance of standard procedures and work documentation.
- Performs appropriate audit controls to ensure payroll is processed accurately.
- Compiles and tracks Payroll metrics
- Assists in General ledger Analysis- Assists in GL Account reconciliation problem solving
- Converts payment requests to mass upload templates
- Prepares ad-hoc reports and including special reports for senior management including but not limited to annual reports
- Researches and resolves employee pay issues
- Designs and tests queries based on data requests
- Prepares materials for internal and external audit requests
- Coordinates abandoned property activities

Minimum Requirements:

- Associate's degree in Accounting is required, Bachelor's degree preferred.
- Minimum of 3 years of related experience, preferably in the healthcare industry.
- Knowledge and experience with pay practices for a large healthcare provider organization
- FPC or CPP designation preferred.