

**Payroll Assistant (NY HELPS)**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=250809>

Downloaded On: Apr. 3, 2025 10:49pm

Posted Dec. 23, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Payroll Assistant (NY HELPS)
<b>Department</b>	The University at Buffalo
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Human Resources Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54868">https://www.ubjobs.buffalo.edu/postings/54868</a>

**Apply By Email**

**Job Description**

The [University at Buffalo](#) invites hard-working professionals to join our dynamic University as a **Payroll Assistant**. In this role, you will provide crucial support to the departments at the University at Buffalo.

**Key Responsibilities:**

- Process payroll transactions and documents.
- Assist in resolving payroll issues.
- Provide customer service and answer payroll questions.
- Check forms for accuracy.
- Enter and retrieve data from HR and payroll systems.

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- Support the campus community with payroll inquiries.

**Why You'll Love It Here:**

- Inclusive and diverse workplace.
- Collaborative team environment.
- Opportunities for professional growth.
- Make a real impact by ensuring accurate and timely payroll.

This is part of the **New York Hiring for Emergency Limited Placement Statewide (NY HELPS)** program. The nature and variety of the activities depend on the area in which the position is assigned.

**Additional Information:**

1. Learn about our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
2. Learn more about what it looks like to be a part of the [University at Buffalo community](#).
3. Begin your career with us through the [NY HELPS](#) program.

KEYWORDS: Business

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**