

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

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

Downloaded On: Jul. 26, 2025 9:52am

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

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

Apply By Email

Job Description

The [University at Buffalo](https://www.ubjobs.buffalo.edu/postings/54868) 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

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