

Company: Gateway Development Commission

Job Title: Payroll/Benefits Manager

Location: New York/New Jersey

Date: July 28, 2023

Job ID: 10-003

Summary of Responsibilities

As the Payroll/Benefits Manager, you will play a crucial role in overseeing and managing both the payroll and benefits aspects of our organization. Your primary focus will be to ensure the accurate and timely processing of payroll while also administering comprehensive and competitive benefits packages for our employees. This dynamic role will require a high level of attention to detail, adherence to regulatory compliance, and exceptional communication skills to provide outstanding support to our workforce.

Essential Functions

1. Oversee the processing of all payroll transactions, including the calculation of wages, deductions, and taxes.
2. Maintain accurate payroll records and reports.
3. Ensure compliance with all applicable laws and regulations.
4. Train and supervise payroll staff.
5. Resolve payroll discrepancies and employee inquiries.
6. Work with other departments to ensure that payroll information is accurate and up to date.
7. Perform other duties as assigned by the Acting Comptroller.
8. Monitor and manage the benefits enrollment process, ensuring all eligible employees are provided with the necessary information and deadlines.
9. Administer the company's retirement plans, including 401(k) and pension programs, and provide guidance on investment options.
10. Act as the point of contact for benefits-related inquiries and issue resolution, demonstrating a high level of responsiveness and customer service.

Job Requirements

- Bachelor's degree in human resources, Accounting, Finance, Business Administration, or a related field is required.
- A minimum of 5 years of relevant experience in payroll and benefits administration, with increasing levels of responsibility and scope.
- Understanding of employee benefits programs, including health insurance, retirement plans, and other related benefits.
- Experience in managing benefits enrollment processes and working with insurance providers and vendors is preferred.
- Experience with payroll systems.
- Experience with multi-state (NY/NJ) payroll tax filings.
- Proficient with Microsoft office programs.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.

- Ability to work independently and as part of a team.
- Ability to meet deadlines and work under pressure.
- Ability to maintain confidentiality of company and employee information.
- Education can be used in lieu of experience and experience can be used in lieu of education if the candidate's overall qualifications meet the requirements for the position.

Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation's busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title "Payroll/Benefits Manager" in the subject line.