



## **VECRA is seeking a Full-Time**

### **Payroll Data Consultant - Level 01**

**VECRA, Inc. seeks a Payroll Data Consultant Level 01 to manage and analyze payroll data to ensure accurate and timely payroll processing for the New York City Housing Authority's employees.**

#### **COMPANY DESCRIPTION**

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always:

**Vigilant \* Efficient \* Collaborative \* Responsive \* Accurate**

#### **Job Description**

The Payroll Data Consultant - Level 01 at the New York City Housing Authority will manage and analyze payroll data to ensure accurate and timely payroll processing for the organization's employees. This role involves working closely with the accounting team to maintain payroll records, troubleshoot payroll issues, and ensure compliance with relevant laws and regulations.

#### **ROLES and RESPONSIBILITIES**

- Support the transition to the new Payroll Service System
- Support payroll in processing reports
- Work on special project
- Back up payroll staff
- Collect, analyze, and process payroll data for NYCHA employees.



- Ensure accurate and timely payroll processing per established procedures and deadlines.
- Maintain and update payroll records, including employee information, salary changes, and deductions.
- Identify and resolve payroll discrepancies and issues, supporting employees regarding payroll inquiries.
- Ensure compliance with federal, state, and local payroll laws and regulations.
- Collaborate with the accounting team to reconcile payroll accounts and prepare payroll reports.
- Participate in audits and provide necessary documentation related to payroll processes.

### **QUALIFICATIONS and REQUIRED SKILLS:**

- 1-3 years of experience in tracking systems
- Strong knowledge of payroll regulations and compliance requirements.
- Proficiency in payroll software and Microsoft Excel.
- Excellent attention to detail and organizational skills.
- Strong analytical and problem-solving abilities.
- Effective communication and interpersonal skills.

### **EDUCATION**

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.

### **OTHER**

- **Duration:** Until 12/31/2024
- **Req Type:** Nationwide
- **Salary:** Determined based on experience and education
- **Location:** Onsite; New York, New York
- **Travel:** No

### **BENEFITS**



We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

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VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to [HumanResources@vecrainc.com](mailto:HumanResources@vecrainc.com) with **Subject Line: Payroll Data Consultant Level**

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