

WORKING TITLE	Payroll Coordinator
PAYROLL CLASSIFICATION	HR/Payroll Specialist II (N2242)
DEPARTMENT	Research Foundation Central Office HR/Payroll Department
STATUS	Full time Regular, Benefitted, Non-Exempt/Hourly
POSTING DATE	9/25/2026
POSITION NUMBER	2750

OVERVIEW

Under the general supervision of the Associate Director of Human Resources, the Payroll Coordinator is responsible for coordinating end-to-end payroll operations, reporting, reconciliations, compliance activities and HR/Payroll administrative support. The position ensures accurate and on-time payroll processing, maintains payroll records, prepares reports and workforce analytics, supports audits and ensures compliance with federal/state regulatory requirements. This position collaborates with multiple departments within the Research Foundation and on the CSU:LB campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Payroll Administration

- Collect, verify and process payroll transactions including, but not limited to, reviewing timecards, processing termination, overtime, holiday/benefit pay, pay changes, direct deposits, tax elections, garnishments, deductions, and payroll adjustments.
- Review time reporting and payroll documentation for accuracy and regulatory compliance.
- Perform payroll audits and surveys by providing accurate payroll and compensation data.
- Resolve payroll discrepancies and respond to employee inquiries regarding pay, deductions, taxes and procedures.
- Process off-cycle payrolls, stop payments, reversals, and payroll corrections.
- Manage nonresident alien (NRA) payroll setup and maintenance.
- Administer stale-dated check processes, including reissues and reconciliations.
- Monitor and manage the unemployment insurance online portal and claim responses.
- Assist with year-end payroll activities, including W-2 processing, system updates, drafting pay schedules and drafting the year end memo to staff.
- Collaborate with department staff and campus partners to facilitate payroll and resolve issues.
- Troubleshoot payroll related issues and answer inquiries made by staff and Project Directors.
- Perform data entry.
- Identify and assist in implementing payroll process improvements.

Reporting, Reconciliations & Compliance

- Prepare recurring and ad hoc payroll, workforce, and management reports.
- Perform payroll bank reconciliations and research outstanding transactions.

- Reconcile payroll registers, taxes, benefits, garnishments, workers compensation, accruals with general ledger accounts and submit journal entries.
- Support quarterly and annual payroll tax reporting and reconciliations.
- Compile documentation for audits and compliance reviews.
- Maintain payroll records in accordance with retention requirements.

HR Operations Support

- Maintain HRIS and payroll system data integrity.
- Process employee documentation and assist in maintaining personnel files.
- Assist employees and managers with payroll, benefits, and HR-related inquiries.
- Support onboarding, offboarding, and HR administrative processes.
- Assist in completing project-based assignments, as needed.
- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

EDUCATION, SKILLS AND ABILITIES

- Bachelor's degree in Accounting, Finance, HR or related field (or equivalent years of progressive experience);
- Certified Payroll Professional (CPP) certification preferred;
- Strong knowledge of payroll processing, payroll taxes, bank reconciliations, garnishments, and wage and hour regulations;
- Experience preparing payroll reports, reconciliations, audit documentation, and compliance reporting;
- Advanced Excel and HRIS/payroll system proficiency;
- Knowledge of the UKG system platform a plus;
- Strong analytical, organizational, problem solving, and customer service skills required;
- Strong attention to detail, accuracy and confidentiality required;
- Excellent organizational and time-management skills.

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and interact positively with others. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

COMPENSATION RANGE: \$25.01 - \$35.00 per hour

FILING DEADLINE: Open Until Filled

NOTE: In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is an indication that the position has been filled.

APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726
- By E-mail: FND-HR@CSULB.EDU (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation of any requirements for a reasonable accommodation.

NOTICE

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.