St. Mary's Healthcare System for Children is currently seeking an energetic **Payroll/HRIS Assistant** to join their team based in New Hyde Park. The qualified individual will help maintain the Human Resources Information System (HRIS) and Payroll system providing timely, accurate processing of employee related data. The incumbent is responsible for processing payroll and verifying the accuracy of the information. The Payroll and HRIS Assistant works closely with Finance and Human Resources staff to resolve issues and/or inconsistencies.

Join our team of professionals where BIG hearts help little patients.

We offer an excellent benefit package, competitive salary, and a wonderful work environment.

**Formal education required:**

H.S. Diploma, some college preferred

**Previous experience required:**

3 to 5 years HRIS/Payroll experience

Qualified candidates please email [phackenjos@stmaryskids.org](mailto:phackenjos@stmaryskids.org) directly or apply electronically at <https://www.stmaryskids.org/careers/>

St. Mary's Healthcare System for Children is an Equal Opportunity Employer.