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Associate Manager, Compensation & Accounting

Regular Full-Time

30+ days ago

Professional

Requisition ID: 1096

New York, NY, US

Salary Range:

\$85,000.00 To \$95,000.00 Annually

Associate Manager, Compensation & Accounting

About Robin Hood

Founded in 1988, Robin Hood finds, fuels, and creates the most impactful and scalable solutions lifting families out of poverty in New York City. The largest poverty fighting organization in

New York City, Robin Hood partners
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with top nonprofits in New York City and invests in legal services, housing, meals, workforce development training, education programs, and other vital services that give New Yorkers in need the tools they need to build better lives. The programs it funds are often the first of their kind and serve as demonstration models to identify what works before being replicated in other cities. Because its Board of Directors covers 100% of all administrative, fundraising, and evaluation costs, every dollar donated goes directly to organizations helping New Yorkers in need.

While Robin Hood's primary focus is on New York, its impact extends far beyond the borders of the city. Its pioneering, metrics-based approach has become the gold standard for charities around the nation as Robin Hood works to understand and evaluate the impact of its partners to ensure that its philanthropic dollars are utilized to maximum impact. Robin Hood also supports its community partners and their leaders with financial and strategic support and management assistance that allows those organizations to maximize their impact.

Building on our 30 years of experience, Robin Hood is expanding our impact with an explicit focus on lifting families sustainably and measurably out of poverty through supporting the most

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effective community partners; influencing public policy; raising our thought leadership profile; importing and exporting effective ideas and strategies nationally; and building new collaborations with strategic partners. As New York City emerges from the worst of the global pandemic, we are focused on getting families back on their feet; getting kids back on track; and getting New Yorkers back to work.

Robin Hood also understands that if we are to support families living in poverty and find permanent pathways out of poverty and towards financial independence, we must become an effective partner with government, especially at the City and State levels. We do this by leveraging the expertise of those who are closest to the challenges of poverty, including community members, community-based organizations, and others with specialized skills and knowledge. We also aim to collaborate with New York City government to fund program and policy innovations that hold the promise of expanding economic opportunity in New York City – providing nimble “risk capital” for high-potential strategies. In this way, we seek to leverage our philanthropic investments by finding ways to advance the highest-impact strategies at scale.

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Given its long-standing reputation among influencers and support of over 200 New York City non-profit organizations, Robin Hood has the unique ability to be a catalyzing force for households experiencing poverty, bringing distinct constituencies together to develop and spread the most effective strategies to advance economic mobility in New York City and beyond.

Reporting Relationship

The Associate Manager, Compensation & Accounting, is on the Finance team and will report to the Controller.

Position Overview

The person in this role is responsible for the payroll & benefits accounting function, including ensuring all payroll and benefits payments, expenses and related liabilities are accurate and timely; post-retirement processes are compliant with relevant requirements; payroll and benefits expenses are accurately allocated in the accounting ledger to all departments and funds; and, employee inquiries are resolved quickly. It partners with the Director, Financial Planning & Analysis to track payroll and benefits expenditures against approved budgets. This

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position requires previous meaningful work experience in payroll and benefits accounting, strong attention to detail, intermediate Excel skills, and the ability to understand a detailed process and make recommendations for and implement improvements.

Responsibilities

Key responsibilities include, but are not limited to:

Payroll Analysis and Projection:

- Manage outsourced payroll processors to ensure semi-monthly payroll for approximately 110 employees is accurately and timely processed. This includes a detailed review of every pay register to ensure all employees are paid accurately, and the collection of all timesheets for non-exempt staff.
- Coordinate with the Human Capital team to ensure that the necessary data in ADP's *WorkForceNow* is present for accurate payroll processing.
- Record ADP data into ledger system (Intacct) with appropriate accruals, allocations, and adjustments.
- Ensure that all payroll and compensation data is correct and a reflection of current staffing.
- Under the direction of the Director, Financial Planning & Analysis,

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maintain accurate payroll data in the budgeting and reporting system (Planning and Analytics), this includes updating actual compensation, benefits, and related costs on a regular basis.

Add new employees, modify existing records, and support workforce planning inputs.

- Assist with analysis of headcount, FTEs, and benefit-related expenses.
- Provide employee compensation data to the Controller, for preparation of the federal Form 990-Part VII and Schedule J.
- Review IRS Form W-2 data to ensure accuracy prior to distribution to employees.

Benefits:

- Review and code benefit plan administration fee invoices, including Dental, Medical, COBRA, Life, ADD, STD, LTD, Supplemental LTD, Vision, NYDBL, and retirement. Ensure that ADP withholdings reconcile to benefit carrier invoices and follow up on discrepancies as needed.
- Ensure all FSA and HSA deductions are accurately reflected in carrier records.
- Maintain integrity of the 457(b) deferred compensation participant plan balances.

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- Prepare quarterly 457(b) statements for all participants in compliance with the 457(b)-plan document, ensuring timeliness and accuracy of all amounts.
- Calculate employer contributions for 403(b) and 401(a) postretirement plans. Ensure that employee deferrals and pension plan loan payments are remitted timely. Partner with Human Capital to ensure employee loan repayments are accurately set up in ADP.
- Perform postretirement plan timeliness testing and other plan maintenance throughout the year in preparation for 403(b) and 401(a) plan audits.
- Prepare compensation-related data for pension plan audits.
- Prepare compensation-related data for workers' compensation audits.
- Calculate Domestic Partner benefits, supplemental long-term insurances benefits and any other benefit-related accruals at year-end.

General Ledger:

- Monitor the Payroll general ledger account activity and code entries timely. Follow up on any discrepancies as needed.
- Prepare the GL entries for payroll and benefit-related wires.

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- Reconcile payroll liabilities monthly.
- Prepare annual audit schedules related to compensation and related payroll liabilities, employee benefits, and post-retirement plan transactions.

Other:

- Assist the Controller with special projects as they arise.
- Identify, design and implement process and systems improvements to enhance accuracy, efficiency and timeliness.

Qualifications

- Associate or bachelor's degree with 4+ years of experience working in a Finance Department.
- Accounting experience, specifically in payroll & benefits accounting
- Experience with ADP *WorkforceNow* highly preferred
- Experience working with an outsourced payroll provider desirable
- Demonstrated experience with a ledger system, Sage Intacct highly preferred
- Intermediate Excel skills required (an Excel proficiency test is

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mandatory for semifinalist candidates)

- Position requires being able to work independently with modest supervision

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Diversity, Equity, and Inclusion

Robin Hood is committed to promoting diversity, equity, inclusion, and representation in all aspects of its work. As New York City's largest poverty-fighting organization, Robin Hood believes that building a diverse team is fundamental to its ability to effectively serve and strengthen organizations serving the most vulnerable communities in the city, and to influence the policies that affect them.

Robin Hood believes in the potential that diversity creates – deep and responsive relationships with its community partners; the ability to solve complex problems efficiently and effectively; and, most importantly, the ability of its diverse staff to work to its full capacity.

Robin Hood builds diversity, inclusion, and equity practices into all aspects of its work. Its practices, values, traditions, and beliefs are embedded in the inclusive culture that it creates. Operationally, its formal and informal structures support a work environment that advances the professional

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development of staff at all levels, allows for innovation, and grounds its work as poverty fighters.

Robin Hood seeks to attract and retain staff that reflects the communities that it serves and is enhanced by its efforts at meaningful inclusion. It ensures that team members are empowered to make decisions, offer actionable feedback, and share credit for team success. Further, Robin Hood seeks to develop talent professionally and has created an intentional focus on mentorship and sponsorship, particularly of junior staff. Its goal is to encourage long term talent retention and engagement, while fostering a culture of innovation.

Robin Hood Guiding Principles

As an organization committed to economic mobility, our work is grounded in the following *Guiding Principles*:

- *Diversity, equity, and inclusion*
- *Proximity and humanity*
- *Risk-taking and innovation*

Our professional community reflects myriad demographic characteristics, perspectives, and backgrounds, which includes various identities that reflect diversity in gender identity and expression, race, ethnicity, religion, sexual orientation, ability, and

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socioeconomic status. Our colleagues have access to opportunity and advancement, as we promote fair and equitable treatment and have encouraged participation by underrepresented groups. As a team, we promote a sense of belonging, high levels of engagement, and shared respect.

- Robin Hood puts people first. *Always.*
- Robin Hood is unafraid to take action and create solutions.
- Robin Hood is data driven and heart led.
- Robin Hood works the coat check.

Salary and Benefits

Robin Hood offers a competitive compensation package, with a salary range determined by years of experience, skills, and abilities. Each candidate's placement within the range will be based on these factors while ensuring alignment with our commitment to equitable internal pay practices.

Our extensive benefits include medical, dental, vision, and life insurance, a 403(b) retirement plan with employer match, and a 12% employer contribution to a 401(a) retirement plan. We also support a healthy work-life balance by providing new hires with 20 days of accrued paid

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time off. This position is based in New York City and follows a hybrid work environment, with employees generally expected to work in the office two days per week, though some teams may require additional in-office days based on operational needs.

The salary range for this position is \$85,000 – \$95,000.

To Apply

Please visit our website to complete our online application.

Robin Hood is an equal opportunity employer. Applicants from diverse backgrounds and identities are encouraged to apply.

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