

Job Announcement: Payroll Coordinator

Location: Temple University Rome Campus

Schedule: Full-time | 38 hours per week

Overview: Temple University Rome is seeking a qualified and detail-oriented candidate to join the Finance and Administration team as a **Payroll Coordinator**. Reporting directly to the Associate Director for Finance and Administration, the Coordinator plays a key role in supporting the University's payroll and compliance operations. This position works in close collaboration with internal Academic Affairs and the Finance team, as well as with external labor consultants to ensure accurate payroll processing, timely tax compliance, and sound financial recordkeeping. Serving as a central point of coordination for personnel-related financial processes, the Coordinator contributes to a well-organized, compliant, and efficient operational environment. The role combines analytical, administrative, and coordination responsibilities to support the effective management of payroll, accounting, and regulatory obligations.

Key Responsibilities: The Payroll Coordinator's responsibilities include, but are not limited to:

HR Operations & Payroll Compliance

- Prepare, coordinate, and manage the execution of faculty and staff employment contracts, including facilitation of signatures and proper archiving in compliance with internal policies and legal requirements.
- Review and validate employee timesheets to ensure accuracy, completeness, and compliance with contractual terms.
- Compile monthly payroll variation reports (e.g., ad hoc work, reimbursements) and maintain organized supporting documentation.
- Manage and process monthly fringe benefits such as *Edenred buoni pasti* and metro pass reimbursements.
- Review monthly payroll processing in collaboration with external labor consultants, analyzing month-to-month payroll variations and general troubleshooting.
- Ensure payroll-related records are properly maintained and readily available for audits or internal reviews.

Tax & Compliance

- Calculate monthly withholding taxes (*Ritenuta d'Acconto*) in accordance with Italian tax regulations.
- Coordinate with external tax and labor consultants for the preparation of monthly F24 tax forms.
- Ensure timely payment of F24 tax obligations.
- Distribute annual income tax documentation to personnel (*Certificazione Unica*).
- Manage the annual process for distributing, collecting, and archiving employee tax deduction and declaration forms.

Accounting

- Reconcile and record monthly payroll-related accounting entries, including salaries, social contributions, tax liabilities, F24 payments, and payroll adjustments.
- Support accurate month-end and year-end closing activities related to payroll and personnel costs.

Additional Duties

- Perform additional finance and administrative tasks as assigned, supporting the broader operations and finance team as needed.

Qualifications:

- Legally eligible to work in the EU.
- Bachelor's or Master's degree and at least two years of relevant payroll processing experience.
- High level of discretion and commitment to confidentiality.
- Strong attention to detail, as well as organizational, multitasking, and problem-solving abilities.
- Fluency in Italian and proficiency in English (minimum requirement B2).

- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to work independently and in teams and adapt in a fast-paced, multicultural environment.

Preferred:

- Master's degree in Accounting, Labor Relations, Business Administration, Economics, or related field.
- Prior experience of at least two years in payroll processing, labor consulting, or employment administration, ideally within a consulting firm or in collaboration with external labor advisors.
- Solid knowledge of Italian labor laws, payroll regulations, statutory obligations, and social security contributions.
- Experience using *Gesca Sistemi Job* or *TeamSystem* payroll management systems.
- Experience in higher education or international, non-profit organizations.

Schedule & Compensation:

This is a full-time (38 hours/week) position offered as a one-year term contract with the possibility of renewal. Compensation will be determined based on experience and qualifications.

Application Process:

Interested candidates should upload a resume, cover letter and 2 to 3 references here: <https://bit.ly/3OmLFzB>

Documents should be named as: **Last Name First Name CV, Last Name First Name Cover Letter, Last Name First Name References.**

Applications will be reviewed on a rolling basis. Start date is anticipated for May 2026. Questions can be directed to nicole.leonardelli@temple.edu.

Working Conditions and Environment:

Temple University Rome is supported by a growing, collaborative team dedicated to advancing campus initiatives and enhancing the student experience. Please note that availability during evenings, weekends, and holidays may occasionally be required based on program needs.

Equal Opportunity Employer:

Temple University Rome is committed to diversity and inclusion, and all applicants are considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability.