

Payroll Clerk

Position Classification: PT Support

Summary:

The Payroll Clerk will perform all duties related to payroll and benefits. This position will serve as a resource for all staff relative to payroll matters.

Detailed Functions:

1. On-board employees – including new hire paperwork, set up in payroll system and timeclock, answer all questions regarding benefits and assist in online benefit enrollment, if applicable.
2. Review and reconcile benefit invoices prior to submission to CFO for approval.
3. Manage benefits for employees – including open enrollment (annually) and monthly changes.
4. Maintain personnel files.
5. Process bi-weekly payroll and provide all reports to appropriate management personnel.
6. Import payroll JE received from payroll company into accounting software.
7. Process/record all background checks for employees.
8. Provide support for month-end/quarter-end reports as assigned by CFO.
9. Provide support for annual Worker's Compensation audit.
10. Provide support for annual audit.

Requirements:

3-5 Years experience processing payroll and bookkeeping experience.

Proficient in Excel and Outlook.

Able to maintain confidentiality and support unity of Bell Shoals Church.

Demonstrate attention to detail, be highly organized and committed to accuracy.

Demonstrate critical thinking skills.

Able to communicate clearly in small-medium size groups as well as individually.

Passion for ministry to support and encourage the employees of Bell Shoals Church.