

ST. JOHN'S CHURCH AND SCHOOL HUMAN RESOURCES (HR)/PAYROLL ADMINISTRATOR

POSITION SUMMARY

The HR/Payroll Administrator serves as the primary resource for payroll, benefits, taxes, and HR policies for St. John's Church and School. This position reports to the Pastor and is responsible for payroll execution and the accurate recording of benefits. The HR/Payroll Administrator's tasking is supervised by the Finance Manager, who is responsible for maintaining the system of internal control over parish and school accounting and financial reporting. This is a non-exempt, part-time position requiring 24 hours-per-week, with a retirement plan available; it is located on-site at the St. John's Rectory Office.

SUMMARY OF RESPONSIBILITIES

Responsibilities include the accurate and timely processing of payroll for approximately 30 employees during September—May, and up to 120 employees during June—August (when the parish's seasonal Summer Program camp takes place); this effort will require working closely with the Finance Manager to obtain approval for transferring payroll files to the bank. Ensure the accuracy of tax and benefits withholding entries in the HRIS platform, and work with the Finance Manager to support the audits, analyses, and payments; research issues/concerns as necessary.

Support a high-volume workload during approximately the last three weeks of the school year to facilitate the timely and accurate onboarding of up to 90 seasonal, non-exempt, mostly-student employees. Provide excellent customer support to all school, parish and Summer Program employees. Serve as the expert on Archdiocese of Washington (ADW) HR Policies, ADW HRIS Platform training resources and how-to guides, and remain current on Archdiocese of Washington (ADW) benefits packages, and relevant tax laws.

KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS

1. Demonstrated self-starter with an ability to self-direct learning and proactively network with peers and co-workers.
2. Exposure to basic accrual accounting and internal controls, and an understanding of how payroll, benefits, taxes and withholdings relate to the organization's accounting processes.
3. Proficiency with email, Microsoft Excel, Word, and other MS Office software required.
4. Understanding of payroll tax documents (e.g., W2's, 941's, 1099's, gambling reports) and issues that might impact their accurate issuance required.
5. Computer aptitude to learn the parish accounting system and the Human Resources information system.
6. Excellent communication skills, and the ability to understand the needs of a diverse set of stakeholders. Ability to thoroughly understand HR policies and their practical implementation.
7. Ability to utilize resources and execute self-directed learning; aptitude to quickly become familiar with and follow the guidance in the Archdiocesan Parish Accounting Manual, HR Handbook, HRIS guides, and other written resources.
8. Ability to identify issues, proactively research problems, and implement solutions.
9. Demonstrate professional poise and judgment to raise and resolve issues, as necessary, with the Finance Manager, Pastor, School Administration, and parish/school staff.
10. Collaborative work style capable of interacting with other parish and Archdiocese employees.
11. General knowledge of Church operations and functions.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

1. Associates degree in a relevant field is required, Bachelor's degree is preferred.
2. Two years' experience with payroll and HRIS at a similarly-sized organization is strongly preferred; however, consideration will be given to candidates with five years' experience learning, working, and mastering complex business administrative processes and systems.

DETAILED JOB DESCRIPTION

PAYROLL AND WITHHOLDINGS

- Accurate and timely processing of payroll for approximately 30 employees during September—May, and up to 120 employees during June—August (when the parish's seasonal Summer Program camp takes place); this effort will require working closely with the Finance Manager to obtain approval for transferring payroll files to the bank.
- Maintenance and documentation of all payroll records.

HRIS ACCURACY

- Ensure the accuracy of HRIS-related items, including wages, benefits, taxes, and withholdings and deductions. Ensure that optional payroll deductions are made only based upon appropriate withholding documents.
- Support a high-volume workload during approximately the last three weeks of the school year to facilitate the timely and accurate onboarding of up to 90 seasonal, non-exempt, mostly-student employees.
- Review and maintain an awareness of tax and benefit billings and payments for accuracy.
- Review financial reports provided by the Finance Manager for accurate input of all payroll and benefits data into the accounting system.
- Interface with ADW HR Office to elevate issues and facilitate resolutions as necessary.

TAX DOCUMENTATION SUPPORT

- Work with vendor to calculate and process electronic filing of federal and state withholding tax deposits.
- Process quarterly and annual federal and state payroll tax documentation, such as 941's; prepare W-2, W-3 and 1099 and 1096 forms.

HR PROCESSES

- Provide customer support to both St. John's Church and St. John's School; sit on-site at least one day per week at the school, particularly during Open Enrollment season and the beginning of the school year.
- Utilize ADW processes and tools to support HR processes, such as employee on-boarding and terminations, benefits changes, etcetera.

HR POLICY EXECUTION

- Under the guidance of the Archdiocese, ensure compliance with employment laws and regulations.
- Serve as the expert on Archdiocese of Washington (ADW) HR Policies, ADW HRIS Platform training resources and how-to guides,
- Remain current on Archdiocese of Washington (ADW) benefits packages, and relevant tax laws.

OTHER

- Support triennial ADW Office of Parish and Schools Finance internal audits.
- Availability to support ad hoc bookkeeping and research tasking from the Finance Manager, as needed.

SALARY

\$22/hour + retirement savings program available.

APPLICATION INSTRUCTIONS

Resumes may be sent to Fr. Ryan Braam, Parochial Vicar, at braamr@sjchollywood.org.