

**Position:** Payroll Associate

**Classification:** Part time, Non-Exempt

**Purpose**

Member of the Finance Ministry Team that will ensure accurate processing and recording of company's payroll as well as provide timely and accurate financial information.

**Experience/Key Competencies**

- Bachelor's Degree or equivalent work experience
- Certified Payroll Professional (CPP) certification preferred but not required
- 3-5 years of payroll experience working within a large team or department
- Demonstrated ability to manage restricted, confidential and sensitive information with professionalism and discretion
- Exceptional organizational, time management and prioritization skills
- Strong verbal and written communication skills
- Ability to build effective individual and team relationships
- Demonstrated knowledge of applicable employment laws and regulations
- Possess strong computer skills, proficient in ADP Workforce Now, ADP Run, Microsoft Outlook, Word and Excel and have the ability to learn and utilize new computer software

**Key Responsibilities**

- Review and process new employee and contractor paperwork
- Organize workflow for bi-weekly employee and contractor payrolls to ensure all transactions are processed accurately and timely
- Process, review and reconcile payroll data prior to transmission and validate confirmed reports
- Accurately process and monitor garnishment calculations and compliance
- Understand and administer proper taxation of employer paid benefits
- Process and distribute accurate and timely year end reporting (i.e. W-2, 1099, etc.)
- Timely respond to employee and contractor questions regarding payroll issues or concerns
- Complete salary employment requests and verifications
- Support payroll tasks associated with annual financial audit
- Ensure legal compliance by maintaining appropriate records and monitoring federal and state requirements
- Maintain filing system and protect operations by keeping employee and contractor information restricted and confidential
- Other duties as assigned including assisting other team members and projects as necessary

**Success Factors**

- Model the Church of Eleven22 mission, vision, and core values
- Demonstrated ability to make Disciples who make Disciples
- Demonstrated ability to multi-task, prioritize, work proactively and independently, while maintain composure in meeting deadlines effectively in a fast-paced office environment
- Strong, pro-active communication (verbal and written) and interpersonal skills
- Possess strong organizational, planning, high attention to detail and problem solving skills
- Customer service focus oriented
- Manage confidential and sensitive information with discretion