



Position: Payroll Associate

Reports to: CFO

Supervises: No

Classification: Exempt

Objective

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.

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

Competencies

- Model the Church of Eleven22's mission, vision, and core values
- Ability to adapt to change
- Ability to learn and utilize new computer software
- 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
- 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

Education & Experience

- 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
- Proficient in Paycor, ADP Run, Microsoft Outlook, Word and Excel

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday thru Friday, 8:30 a.m. to 5:00 p.m.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.