

Diocese of Sacramento

JOB DESCRIPTION

Department:	Office of Lay Personnel
Position:	Payroll Specialist
Classification:	Non-Exempt
Position Status:	Full Time

Reports To: Director of Lay Personnel

Essential Functions: As a member of the staff of the Office of Lay Personnel and under the supervision of the Director, the Payroll Specialist shall for the Central Administrative Offices of the Diocese:

- Be responsible for processing payroll and serving as a liaison between service provider and locations. Must be available for semi-monthly payroll processing periods.
- Enters, maintains, and/or processes information in the payroll system; information may include employees' hourly rates, salaries, commissions, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Ensures proper processing of payroll deductions for taxes, benefits, and other deductions.
- Ensure accuracy of all required data in the payroll system.
- Solve problems concerning payroll, answer inquiries and enforce payroll policies.
- Issues, or reissues, physical or replacement checks or direct deposits due to payroll errors or final discharge.
- Provide training for off-site locations.
- Provide assistance in and process payroll for multiple small parishes.
- Assist in the development of overall payroll procedures by recommending improvements or changes when deemed necessary for greater efficiency.
- Monitor and implement payroll related tax law changes.
- Maintain strict confidentiality.
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

Education: Bachelor of Arts degree in Business / Accounting or equivalent.

Experience: Three years' payroll experience with large automated payroll systems (ADP), supervisory experience, and experience in all processes of the accounting cycle.

Skills / Knowledge: Practicing Catholic; Knowledge of the Church's mission in the Diocese of Sacramento; proficient with Excel, Word. Possess strong written, oral and interpersonal skills. Work well with pastors, other diocesan administrators, and staff; use independent judgment. Ability to work independently; is a self-starter and task oriented; able to maintain strict confidentiality; able to analyze information; possesses professional temperament and appearance; able to work and relate to a variety of personalities and cultures.

Employee's Signature

Date

Supervisor's Signature

Date