

Job Description - Payroll Assistant

JOB TITLE: Payroll Assistant

REPORTS TO: Payroll Supervisor

OFFICE: Finance Department

FLSA STATUS: Non-Exempt

Part-Time

Summary/objective

As part of the payroll team, under the direct supervision of the Diocese Payroll Supervisor, the Payroll Assistant aids in the processing and reviewing of the bi-weekly and monthly payrolls.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Enter changes in the payroll software related to data received from other Diocese sources
- Handle adjustments and time entry review for several organizations and types of employee classifications
- Prepare payroll reports
- Provide outstanding customer service to employees throughout the organization
- Process school contract changes
- Prepare monthly insurance reconciliations
- Process and maintain child support, childcare and garnishment records
- Maintain employee files, both electronic and hard copy
- Prepare FMLA calculations
- Create and maintain insurance invoices and payments
- Maintain high degree of confidentiality in relation to all payroll files

Competencies

- Comprehension of payroll tax calculations
- Possess knowledge of processing orders for child support and garnishments
- Ability to work in a fast-paced environment and meet deadlines
- Outstanding interpersonal communication skills
- Proven abilities using Microsoft office to include Excel and Word

- Advanced customer service abilities
- Possess strong verbal and written communication skills
- Ability to work independently as well as in a team environment
- Attention to detail
- Adherence to policies and procedures
- Solid analytical and problem-solving skills
- Ability to maintain a high level of confidentiality

Physical demands

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities are required including close vision. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

Working Schedule

Monday to Friday – 28 hours per week

Required education and experience

- Associate or Bachelor's degree in Finance, Business or related field
- A one year minimum of working with payroll processes
- At least one year of experience and knowledge with payroll software, Paylocity experience is a plus

Please send resume and salary history/requirements to: Human Resources, Diocese of Charlotte, 1123 South Church Street, Charlotte, NC 28203-4003, or email to Recruiting@redoc.org.

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