

Churchome

Job Description

Payroll & Benefits Specialist

I. PURPOSE

This role would be responsible for all Payroll and Benefits administration for Churchome, collaborating with Finance and HR to ensure smooth payroll and benefits processes for our staff.

II. TARGETS

- Payroll is smooth-running, accurate and timely in its processing and staff are confident in the resolution of any payroll changes or issues that arise.
- Benefit administration is clear and accurate, staff are confident in the resolution of any issues or changes that arise, and HR is given visibility into trends regarding benefits.
- Remaining current on accounting and HR processes to serve as a backup staff accountant as needed.

III. RESPONSIBILITIES

- Payroll
 - Payroll will be processed bi-weekly with coordination and oversight from HR and Finance.
 - Understand all tax and benefit functions as well as HR processes that impact payroll.
 - Employ the utmost discretion regarding any payroll processes and information.
 - Respond to payroll inquiries from the staff in the timely and discreet manner.
- Benefit
 - Liaison with benefits providers to make any necessary adjustments and troubleshoot any issues that arise in regard to billing or administration.
 - Monthly benefit reconciliations comparing benefit statements and HR/Accounting systems.
 - Employ the utmost discretion regarding benefits for Churchome.
 - Respond to benefit inquiries from the staff in the timeline and discreet manner.
 - Assist HR Director with Open Enrollment for benefits.
 - Provide recommendations to HR director regarding any improvements or need for changes to benefit programs based on analysis and proximity.
- Backup Staff Accountant
 - Train with the Accounting Manager and Controller to keep up to date on accounting processes.
 - Communicate with Accounting team on a regular basis regarding Payroll and Benefits.
 - Training on various accounting functions and making entries as needed to cover for absent staff accountants.
- Churchome may also assign other duties or responsibilities, in its sole discretion.

IV. FOLLOW UP

- 30-Day Check-In with HR
- 90-Day Review with HR Director
- Bi-Weekly Meetings w/HR Director
- Any additional team or initiative-based meetings

V. FOLLOW THROUGH

- If targets are being met on a consistent basis, aim to find improvements and solutions to Payroll and Benefits process and offerings to create more margin for HR to continue to grow and improve.
- If targets are not being met on a consistent basis, a meeting with the HR Director to evaluate and adjust targets or work to provide additional resources or support to help meet targets will be arranged.

VI. EMPLOYMENT STANDARDS

Education/Experience:

- 5 years of payroll and benefit experience, preferably with non-profit organization as well.
- 3 years of accounting or bookkeeping experience preferred.
- Bachelor's degree in accounting or business preferred.
- Previous experience with web-based HR and payroll platforms.

Knowledge/Skills:

- Discretion with sensitive information necessary.
- Detail-oriented with large volumes of information.
- Highly-organized with multiple projects.
- Experience with customer service to staff necessary.
- Experience liaising with vendors preferred.

Work Status: Exempt, Salary, FT
Supervisor: HR Director
Staff Supervision: None

Employees of Churchome must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and the church's other manuals and directives, as revised by the church from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by Churchome at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and Churchome.