

## St. Francis Convent – Job Posting



**Position:** Payroll Specialist, Part-time

**We are looking for an experienced part-time Payroll Specialist to join our team! Our inclusive culture is ideal for someone who likes working as part of a team. We pride ourselves on a friendly, supportive work environment, helping each other provide our residents with a life filled with dignity, respect, and compassion.**

**Summary:** Under the direction of the Controller, the Payroll Specialist ensures the accurate and timely processing of payroll checks, in accordance with company policies and procedures and government legal requirements.

### **Requirements:**

**Education and/or Experience:** An associate degree and five years of experience processing payroll preferred. Recent experience using ADP is required.

### **Skills/Knowledge/Abilities:**

- Extensive knowledge of payroll functions including preparation, balancing, internal control, and payroll taxes.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite.
- Proficient with payroll software.
- Ability to work in a fast-paced environment and to prioritize, organize and manage multiple priorities.
- Works well independently.
- Must be able to meet deadlines and work well under pressure.
- Commitment and demonstrated ability to maintain confidentiality and a high degree of accuracy.
- Ability to calculate figures and amounts such as various payroll deductions, state and federal taxes, social security taxes, and percentages.

### **Essential Duties and Responsibilities:**

- Processes regular bi-weekly payroll for exempt and non-exempt employees.
- 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.
- Reconciles payroll to the general ledger and monthly bank statements.
- Works with the payroll provider (ADP) to fix any calculating issues to ensure accuracy of payroll.
- Issues, or reissues, physical or replacement checks or direct deposits due to payroll errors or final discharge.
- Answers and resolves any payroll related questions that employees might have.
- Records and processes federal and state payroll tax deposits.
- Creates payroll reports for management as requested.
- Terminates employees in the payroll system.
- Performs other duties as assigned.



**Details:**

**Shift:** Day shift

**Pay Rates:** \$22-\$23.50/hour

**Hours per week:** 16 (potential to be a full-time position in the near future).