

St. Francis Convent – Job Posting



Position: Payroll/Federal Program Benefits Analyst

We are looking for an experienced Payroll Specialist that also has knowledge of federal program benefits 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.

Position Summary: Under the direction of the Controller, the Payroll/Federal Program Benefits Analyst ensures the accurate and timely processing of payroll, in accordance with company policies and procedures and government legal requirements. Additionally, is responsible for enrolling Sisters in Social Security, Medicare, SSI, and Medical Assistance programs, as well as Medicare supplement insurance as needed, and any other tasks associated with the enrollment process.

Responsibilities:

Payroll:

- 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, 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.
- Verify accuracy of benefits deductions.
- Works with the payroll provider (ADP) to fix any calculating issues to ensure accuracy of payroll.
- Calculates in ADP any replacement payroll amounts owed to employees for replacement checks and deposits and gives to the Controller and Accounting Specialist to process.
- Answers and resolves any payroll related questions that employees might have.
- Creates payroll reports for management as requested.
- Terminates employees in the payroll system.
- Performs other duties as assigned.

Coordination of Federal Programs and other benefits:

- Enrolls and maintains coverages of federal programs for the Sisters of St. Francis of Assisi.
- Processes paperwork and prepares yearly interviews with SSI and Medical Assistance personnel.
- Enrolls Sisters in Cigna when enroll in Medicare if no employer insurance.
- Reviews and processes payments of medical bills that Sisters receive.
- Completes Medicare enrollment forms for Sisters three months prior to age 65.
- Maintains records of Social Security and SSI monthly payments.
- Reviews Sister listing and updates as requested.
- Enters all medical bills into the computer and prints and mails checks for payment.



- Serves as a resource for Sisters who have questions on various programs or their medical bills.
- Coordinates enrollments with Burri and Company regarding Medicare Part D Prescription Drug Plans.

Other responsibilities:

- Serves as a back-up for managed care and resident billing.
- Assists the Controller and CFO with analyzing employee benefits costs each year for insurance renewal.
- Investigates other benefits for Sisters, i.e. dental, vision etc.

Requirements:

- **Education/Experience:** An associate degree or higher in finance or business, three to five years of experience in processing payroll and recent experience using ADP is preferred. A Certified Payroll Professional certification is preferred also.
- **Skills/Abilities/Knowledge:**
 - Extensive knowledge of payroll functions.
 - Basic knowledge and understanding of Social Security, Medicare, Medicaid, and medical bills/insurance is preferred.
 - Excellent organizational skills and attention to detail.
 - Strong analytical and problem-solving skills.
 - Proficient with Microsoft Office Suite, primarily Excel.
 - Proficient with payroll software, preferably ADP.
 - 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.
 - Strong basic math skills.
 - Basic knowledge of federal programs.

Details:

Shift: 1st shift, 32-40 hours per week, Monday - Friday

Salary: \$23.00-\$30.00 per hour