

## **Lutheran Services Carolinas Job Description**

**Job Title:** Payroll Administrator

**Supervisor (title):** Controller

**Department:** Finance

**Approved by:** M. Lura 

**Date:** 07/17/2018

### **Position Purpose/Summary:**

The Payroll Administrator is primarily responsible for the coordination of efforts between payroll, human resources, and other departments to ensure proper flow and maintenance of employee data (including preparation of payroll, data collection for distribution of tax filings and other required reporting including PBJ and other detailed reports, e.g. labor, overtime, leave balances, etc.). The Payroll Administrator also has oversight for the maintenance and management of electronic timekeeping system.

### **Essential Functions** (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

1. Responsible for full spectrum delivery and coordination of the bi-weekly payroll process to include processing of additional checks and creation of ACH file for direct deposit submission and verification of file to bank.
2. Ensure the maintenance and integrity of the payroll system to ensure the system is calculating correctly.
3. Maintain and update a wide variety of payroll information for all facilities within Great Plains to include, but not limited to, pay codes, department codes, pay rate changes, payroll updates, etc.
4. Process appropriate tax deposits and quarterly reports for state/federal agencies in a timely manner for all locations.
5. Liaison with facility staff for payroll and benefits-related questions and processes.
6. Prepare vouchers and journal entries for payroll transfers and payroll taxes.
7. Manage the direct deposit enrollment process in Great Plains, handle pre-note issues, and submit ACH files to bank for reconciliation monthly.
8. Facilitates the synchronization and updates of the payroll and timekeeping system as it relates to PTO accruals, pay rates, etc.
9. Maintain LSAM employee files.
10. Act as primary coordinator for time clock system at all facilities and liaison with vendor and facilities to resolve any issues.
11. Coordinate the submission of quarterly SUTA reporting to First Non Profit for SUTA for all facilities.
12. Responsible for all year end filings including W2's as well as other required filing such as the W3, NC3, etc.
13. Responsible for the PBJ process including set-up of any new jobs/positions; processing of the PBJ files for locations to upload to the CMS website.

14. Ongoing communication and training to Administrators and Payroll/HR personnel as needed regarding existing programs/updates for compliance with policies, etc.
15. Balance and Audit Flex Benefit for 3<sup>rd</sup> Party Vendor including submission of funding data.
16. Complete and submit payroll and benefits-related surveys, as required.
17. Setup and balance the United Way, LSC funding, and any employee Resale deductions as needed.
18. Other duties as assigned for the on going operations of the Finance department.

**Supervisory Responsibilities, if any** (*The scope of the person's authority, including the positions that report to the incumbent.*):

**N/A**

**Qualifications (Minimum Job Requirements):** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: H.S. diploma or equivalent

Experience: Minimum 2 years payroll experience required, 5+ years preferred

Specific skills/abilities:

Excellent skills using MS Word, Excel, Access, and Internet Explorer. Strong skills using and understanding the flow of transactions in an integrated and automated payroll accounting system. Ability to maintain confidentiality and exercise extreme discretion. Excellent problem solving/judgment skills, and high level of attention to detail and accuracy. Strong organizational skills, and the ability to work under pressure.

Ability to handle and prioritize multiple tasks and meet all deadlines

Specialized knowledge, licenses, etc: Payroll/HR systems and flow of data between systems.

**Preferences (Optional):** (*Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual*).

Proficiency in Data Migration from Hosted Time and Attendance Solutions (Kronos, Ceridian, etc.) including time clock and system support. Working knowledge of PBJ reporting. Familiar with Great Plains/MS Dynamics payroll module. Ability to support multiple facilities in fast paced, mufti tasked environment. Familiarity with Garnishments, 401k Administration, Tax Remittances. Certified Payroll Professional.

**Working Conditions/Physical Requirements:** (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*).

1. Normal working condition apply – sitting at desk in front of computer for extended periods.
2. Limited travel to other locations.
3. Ambulatory throughout all locations.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature

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Date

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Supervisor Signature

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Date

***Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.***