

# Lutheran Services Carolinas

## Job Description

**Job Title:** PAYROLL/BENEFITS SPECIALIST

**Supervisor (title):** CONTROLLER

**Department:** FINANCE

**Approved by:**



**Date:** 2/19/2014

**Position Purpose/Summary** *(A brief descriptive statement that summarizes the overall purpose and objectives of the position, the results the worker is expected to accomplish, and the degree of freedom to act.):*

The Payroll / Benefits Specialist is primarily responsible for the coordination of payroll functions and the administration of employee benefit programs for all entities of LSC.

### **Essential Functions:**

The Payroll / Benefits Specialist, in relation to established office procedures and in accordance with federal and state standards and regulations, corporate and facility philosophies, objectives, and policies, will effectively:

#### Payroll:

1. Coordinate the preparation of bi-weekly payroll for the purpose of ensuring the timely and accurate compensation of employees for all LSC facilities. This includes creation of ACH file for direct deposit, submission of file to bank and verification of receipt by bank; preparation of any manual checks required for payroll.
2. Manage payroll system processes in Great Plains: Generate bi-weekly payroll refresh files and close payroll module.
3. Act as liaison with facility staff for payroll and benefits-related questions and processes.
4. 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.
5. Prepare vouchers and journal entries for payroll transfers and payroll taxes.
6. Reconcile payroll account records for the purpose of maintaining accurate account balances.
7. Monitor payroll liability general ledger accounts for accuracy and research discrepancies.
8. Prepare payroll tax deposits and submit within established deadlines for state/federal agencies.
9. Manage the direct deposit enrollment process in Great Plains, handle pre-note issues, and communicate with bank and facility to resolve issues.
10. Maintain LSAM employee files.
11. Act as primary coordinator for time clock system at all facilities and liaison with vendor and facilities to resolve any issues.
12. Prepare quarterly reports for federal and state withholding for all facilities.
13. Prepare W-2's for all facilities at year-end.

Benefits:

1. Handle implementation and administration issues for all employee benefits programs, including daily questions.
2. Audit facility benefits administration.
3. Handle benefits enrollment for LSA Management, ALADS, and LSA Pharmacy employees.
4. Prepare 401(k) and 457 transfers and submit to third party administrator.
5. Coordinate information for Worker's Comp and Employment Security Commission audits and act as liaison with third parties, as required.
6. Complete and submit payroll and benefits-related surveys, as required.
7. File CMS reports for employees covered with our health insurance but also eligible for Medicare.
8. Coordinate and administer other benefit projects, as required.

General:

1. Prepare bank reconciliation for operating accounts.
2. Prepare journal entries, as needed.
3. Assist with preparation of annual audit.
4. Understand the uses of office equipment.
5. Understand the purpose of and utilize emergency equipment.
6. Maintain confidentiality.
7. Utilize safety standards and maintain a safe environment.
8. Remain cordial and tactful with residents, families, business contacts, and staff.
9. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**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):** *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job:*

**Education:** H.S. diploma or equivalent; a combination of education and work experience necessary to perform the duties of the position.

**Experience:** Previous payroll experience.

**Specific skills/abilities:** Microsoft Office Word, Outlook, and Excel software.

**Specialized knowledge, licenses, etc.:** **N/A**

**Preferences (Optional):**

Knowledge of Great Plains and Kronos; benefits administration experience.

**Working Conditions/Physical Requirements:**

Normal working office conditions apply. Limited travel to facilities

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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