

PAYROLL CLERK

Office of Payroll, Pastoral Center

The mission of the Payroll Services Office is to provide a centralized payroll administration service for the Diocese of San Bernardino in keeping with the Diocesan stance of being a fair and just employer. As such, it operates within the framework established by federal and state labor laws and according to Diocesan policies and procedures. The Payroll Services Office serves all parishes, schools, Catholic Charities, diocesan offices, and departments. It ensures that all employees on payroll are paid correctly and in a timely manner. The Payroll Services Office also maintains, files, and pays all payroll-related taxes as required by law.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

- Responsible for processing payroll including input for all diocesan employees at the parish level.
- Process W-4's and Direct Deposit forms.
- Process and maintain vacation & sick hours for Parish employees.
- Prepare stop payment and direct deposit recall forms.
- Process manual vouchers for late reported hours and terminations.
- Route/Mail payroll checks and reports.
- Prepare bank wire transfers requests.
- Create Peachtree invoices.
- Daily communication, in person and by telephone, with staff and employees regarding payroll related matters.
- Provide support for Timesaver users.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Payroll processing experience preferred but not required.
- Working knowledge of Microsoft Word, Excel and Outlook.
- Data entry, 10 Key and typing skills.
- Interpersonal, written and verbal communication skills.
- Organizational and multi-tasking skills and ability to meet established deadlines.
- Ability to maintain strict confidentiality.
- Ability to work in a multi-cultural environment.
- Must have California Driver's License and ability to drive locally as needed.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, running, lifting, and stooping, standing, sitting, lifting and carrying up to 40 lbs., pushing, pulling, climbing, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:

Attention: David Acosta
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404

Email: employment@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.