

PAYROLL SPECIALIST

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.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Responsible for processing payroll, including input for all diocesan employees at the parish level.
2. Process manual vouchers for late reported hours and terminations.
3. Prepare bank wire transfer requests.
4. Create Peachtree invoices.
5. Complete EDD Benefit audits on parish employees.
6. On a daily basis, communicates with staff and employees regarding various payroll-related matters.
7. Must have the ability to meet critical deadlines, multi-task, and work independently.
8. Process W-4's and Direct Deposit forms.
9. Route/Mail payroll checks and reports.
10. Prepare stop payment and direct deposit recall forms.
11. Process and maintain vacation & sick hours for Parish employees.
12. On a daily basis, handle incoming phone calls; open and distribute office mails.
13. file and maintain payroll folders for parishes
14. Maintain office storage bin. Shred outdated documents in accordance with legal/office record retention policy.
15. Run payroll reports as needed for parishes
16. Deposit checks at the bank.
17. On a daily basis, work closely with Human Resources in resolving various employee pay-related issues.
18. Assist with payroll workshop.
19. Provide customer service for Timesaver users. Reset passwords, answer related questions, and provide training to parish administrators as needed.
20. Work in collaboration with the Human Resources office in preparation for the annual Lay Employee Pension Plan Audit.
21. Conduct timesheet audits for Parish Visitation Report
22. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

1. Payroll processing experience with ADP software preferred.
2. Must have experience with Microsoft Word, Excel, and Outlook.
3. Must have excellent data entry, 10 Key, and typing skills.
4. Must have ability to maintain strict confidentiality.
5. Must have excellent organizational, written and verbal communication skills.
6. Must have excellent interpersonal and multi-tasking skills and ability to meet established deadlines.
7. Must have California Driver's License and ability to drive locally as required.
8. Must have ability to work in a multi-cultural environment.

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@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.