

JOB DESCRIPTION

Diocese of Orange, Pastoral Center

POSITION TITLE: Payroll Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: HR, Payroll

REPORTS TO: Payroll Manager

SUPERVISORY RESPONSIBILITY:

List positions supervised, if any: None.

INTERNAL/EXTERNAL CONTACTS:

Internal:

All offices, Diocesan Pastoral Center, Catholic Cemeteries

All diocesan sites (parish, school, Catholic Charities, Orange Catholic Foundation)

SUMMARY OVERVIEW:

The Payroll Assistant will work together with the Payroll Manager to promote the Diocese's new chapter: "Better and Greater Tomorrow" by making a personal commitment to be at the service of our parishes, schools, and coworkers. This message will be reflected in your day-to-day ability to provide timely, efficient, and top rated customer service and on-going effective payroll support to our employees and locations. This position will be instrumental in ensuring that all emails to the payroll inbox are answered promptly and adequately. It will also assist, as needed, in the day-to-day administration of rules and policies related to employee compensation, paid time off, benefit premiums/deductions, and other employee special pay. Will serve as the first point of contact for our employees working at the Pastoral Center who may have questions related to the Payroll/Time & Attendance system. Will provide back-up support to cover absences for the Payroll Manager and/or other HR team members. Perform other miscellaneous tasks that will result in successfully achieving our payroll goals and objectives.

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

1. Monitor payroll inbox and respond to emails in a timely, professional, and courteous manner.

2. Provide assistance to the locations on payroll issues and interpretation of employee handbook and best practices
3. Go through incoming mail and distribute to the locations as applicable
4. Complete CA Benefit Audit Requests
5. Perform timely and accurate data entry for New Hires, Employee Changes and Employee Status updates
6. Work with Payroll Manager to set up garnishments/child supports orders and distribute employee copies
7. Provide “Practitioners Access” to the location’s new payroll staff and/or Business Managers
8. Review all uncashed check notices and follow up with locations
9. Maintain accurate PTO accruals and research any variances discovered
10. Follow up with managers to ensure all timecards have been reviewed and approved in a timely manner
11. Back up for payroll processing
12. Assist Payroll Manager to meet deadlines and timeliness
13. Performs other miscellaneous and necessary tasks as needed

QUALIFICATIONS & EXPERIENCE: REQUIRED:

Experience of payroll processing (2-3 years)

Experience with ADP WorkForce Now (1 year)

Associates Degree in HR or Business Administration/Accounting

Proficient with Microsoft office tools – Word and Excel

Excellent communication and writing skills

Ethical behavior when dealing with sensitive information

High level of accuracy and efficiency

Courteous, professional manner, with a strong service-oriented mindset

Strong administrative and organizational skills

Ability to effectively prioritize workload, manage multiple tasks, and follow-up with minimal supervision.

DESIRED:

Knowledge of Catholic institutions and customs

WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.