

Payroll Administrator

OLV Charities

POSITION SUMMARY

The Payroll Administrator is responsible for processing payroll for OLV National Shrine, OLV Elementary School, and OLV Charities within the ADP software system. Tasks include payroll processing, reconciling payroll and benefits on a bi-weekly basis, quarterly 941 reconciliations, monthly reporting, compliance and assisting in the annual audit of payroll activity. Handles employee benefit administration and communication, including employee enrollments/changes with carriers, managing ADP payroll deductions, and processing benefit plan invoices. Responsible for managing employee leave and workers compensation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Processes employee payrolls for OLV Charities, OLV National Shrine & Basilica, and OLV Elementary School.
2. Prepares periodic payroll reports, GL journal entries & ACHs, and specific payroll report requests based on user's designated timeframes.
3. Handles employee leave such as Family and Medical Leave Act (FMLA), Paid Family Leave (PFL) and short-term disability and other leave programs following policy and legal requirements.
4. Oversees transactional requirements and report generation related to disability, worker's compensation, unemployment, FMLA, Employment Verifications, 403(b) retirement plan withholdings, and vacation/sick accruals.
5. Ensures Federal/State regulations affecting payroll are met for the organization as well as the employee.
6. Researches and resolves payroll and payroll tax issues and coordinates with external parties when needed.
7. Maintains payroll policies that comply with state and federal laws, and comply with non-profit accounting best practices.
8. Processes required Federal and State government forms pertaining to employee payroll and benefits.
9. Regularly conducts quality controls on all payroll benefit and leave processes to ensure completion in a timely and accurate manner.
10. Complies with all existing governmental and legal reporting requirements, including any related to FMLA, the Department of Labor, Workers' Compensation (WC), the Occupational Safety and Health Administration (OSHA), Affordable Care Act reporting (ACA), and so forth to protect employee rights and ensure nondiscriminatory treatment of all staff.
11. Provides Monthly report of charitable pledge withholdings to the Financial Analyst after last pay period of the month.
12. Maintains annual audit schedules for OLV Charities payroll, taxes, and employee withholdings and/or garnishments.
13. Provides Accounts Payable with ADP invoices in a timely manner to ensure prompt payment. Tracks periodic invoices to ensure that none are missed.

14. Files and tracks WC claims. Audits monthly WC claim reports and processes for accounting staff. Works closely with CFO to ensure compliance with all WC reporting to both the carrier and the Workers' Comp Board. Protects employees in case of a work-related injury by ensuring proper coverage and processing of claims in a timely manner.
15. Responsible for the timely and independent generation of the monthly time worked reports for the Facilities team, plus the generation and distribution of the monthly overtime reports to the HR Director, CFO and CEO.
16. Establishes and maintains effective communication and working relationships with all internal and external parties, including all departments within the OLV Organizations.
17. Responsible for ADP Workforce Now time and attendance training for new hires and supervisors.
18. Handles benefit enrollments and changes (terms, life events, etc.) with benefit carriers including setting up and changing payroll premium deductions in ADP.
19. Reviews and reconciles monthly benefit invoices for payment; communicates with carriers.
20. Assists with annual benefits open enrollment process
21. Generates and distributes annual employee Total Compensation Statements.
22. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledgeable of payroll processing procedures, federal, state, local tax, payroll, wage/hour and benefit laws and regulations, payroll tax withholding; and/or statutes related to payroll.
2. Knowledgeable of employee leave regulations and best practices.
3. Strong, independent problem-solving skills
4. Skilled in effective and accurate verbal and written communication.
5. Skilled at providing excellent customer service, assessing needs, providing timely assistance and solutions to others with professionalism and diplomacy
6. Strong accuracy skills with ability to be attentive to details and organize work to meet deadlines
7. Ability to keep information confidential, maintain strict access to confidential and sensitive information
8. Possesses strong verbal and written communication skills
9. Excellent organization and time management skills
10. Ability to utilize electronic systems, enter data, generate reports
11. Ability to stay up to date on laws, best practices and compliance requirements
12. Ability to work independently and in a team environment
13. Knowledgeable of basic information related to managing unemployment, workers compensation, OSHA and employee leave
14. Knowledgeable of Microsoft Office and ADP payroll software
15. Able to apply complex salary and compensation calculations in processing payroll; analyze and interpret data for accuracy.
16. Able to communicate with and train others on payroll tasks and the ADP payroll system.

EDUCATION AND EXPERIENCE

1. High School diploma/equivalency required

2. Associates degree preferred
3. Certified Payroll Professional (CPP) through the American Payroll Association preferred.
4. Minimum of 3 years employment in full cycle payroll preferred.

Pay range: \$32.50-\$36.00 per hour, based on experience

Email resume and cover letter to: olvc-careers@olvcharities.org

Or send cover letter with resume to:

OLV Charities

Human Resources Department

780 Ridge Road; Lackawanna, NY 14218