

Payroll Administrator

OLV Charities

POSITION SUMMARY

Under supervision by the Controller, the Payroll Administrator leads the daily operation of the payroll unit by performing and coordinating all duties necessary to process employee payroll for OLV Charities, OLV National Shrine and OLV Elementary School within the ADP software system. Tasks include payroll processing, reconciling payroll and benefits on a bi-weekly basis, quarterly 941 reconciliations, monthly reporting, and assisting in the annual audit of payroll activity. Responsible for maintaining payroll policies that comply with state and federal laws and non-profit accounting best practices. Further responsibilities include (when applicable) financial oversight over all Federal and State regulatory programs pertaining to payroll, compensation, or Human Resources. Handles employee benefit administration and communication, including employee enrollments/changes with carriers, managing ADP payroll deductions, and processing benefit plan invoices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, prioritizes, and schedules preparation and distribution of the employee payrolls for OLV Charities, OLV National Shrine & Basilica, and OLV Elementary.
2. Prepares periodic payroll reports, GL journal entries & ACHs, and specific payroll report requests based on user's designated timeframes.
3. Oversees transactional requirements & report generation related to disability, worker's compensation, unemployment, FMLA, employment verifications, retirement withholdings, and PTO/Benefit Time accruals. Ensures Federal/State regulations affecting payroll are met for the organization as well as the employee.
4. Researches and resolves payroll and payroll tax issues in conjunction with Controller, and coordinates with external parties when needed.
5. Processes required Federal & State government forms pertaining to employee payroll and benefits.
6. Complies with all existing governmental and legal reporting requirements, including any related to the Family and Medical Leave Act (FMLA), the Department of Labor, Workers' Compensation, 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.
7. Maintains annual audit schedules for OLV Charities payroll, taxes, and employee withholdings and/or garnishments.
8. Files and tracks all Workers' Compensation 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.
9. Responsible for ADP Workforce Now time and attendance training for new hires, including supervisory training.
10. Handles benefit enrollments and changes (terms, life events, etc.) including setting up and changing payroll premium deductions in ADP.
11. Reviews benefit invoices for payment; communicates with carriers.
12. Assists with annual benefits open enrollment process; partners with HR Director, insurance broker, and representatives.

13. Provides primary backup for Financial Analyst billing duties and provides assistance when requested. Primary backup for the OLV National Shrine Rectory cash count and OLV Charities receivable billing process.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of basic accounting principles; accounts receivable processing; payroll processing; tax withholding; applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes related to payroll.
2. Skilled in effective and accurate verbal and written communication.
3. Knowledge of Microsoft office suite and accounting and payroll software (e.g. ADP Workforce Now, FundEZ, etc.).
4. Able to apply complex salary and compensation calculations in processing payroll; analyze and interpret data for accuracy; and lead, train, and coordinate the work of others.

EDUCATION AND EXPERIENCE

1. Associate's degree in accounting, finance, or business, required.
2. Certified Payroll Professional (CPP) designation through the American Payroll Association, preferred.
3. Minimum of 3 years employment in payroll required.

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