



Royal Redeemer

LUTHERAN CHURCH & SCHOOL

position **Payroll and Benefits Manager**

summary To assist in the administration of payroll and benefits program, with a high degree of responsibility, discretion and confidentiality, in addition to routine work necessary for the smooth and efficient administration of the payroll and benefits program.

royal redeemer is

- A church and staff committed to following and fulfilling our mission to help people exchange everyday life for contagious Christian community.
- A church that is totally committed to seeking and faithfully carrying out God's will and His calling for us as a congregation.
- A church committed to team-ministry, desiring for the staff to be unified in God's vision and serving together in deep Christian love.
- A family of believers that is greatly committed to fulfilling the Great Commission and keeping the Great Commandment.

responsibilities

- employee record information such as personal data, compensation and benefits information.
- updates employee information.
- performs related functions such as: a. Research and answer employee questions regarding pay policies; b. Act as a liaison for communication and problem solving of benefits/pension issues; c. Review payroll and/or personnel data; e. Review salary changes, new hire information and status changes; d. Functions as the first point of contact for Concordia Plan Services (CPS) and staff; e. Prepares all payroll and/or personnel reports.
- serves as a contact for employee payroll and/or personnel related questions, inquiries, and concerns.
- coordinates and assists with implementation of specific benefit programs for eligible employees. Consult, advise and act as a liaison to CPS for the employees.
- communicate annual Open Enrollment with employees and CPS.
- handles CPS enrollment and advises employees with disability leave.
- processes termination and retirement paperwork.
- distributes and tracks onboarding paperwork for new employees.
- assists payroll transactions, reviews payroll transactions for accuracy and completeness, verifies against appropriate documentation, forward for processing; inputs payroll data into the ADP software for tracking and reporting purposes; and compiles and prepares specialized payroll reports for the financial department.
- files employees HSA payments and calculates the retirement payments each payroll.
- working with called employees with their changes annually with housing allowances.
- annual reporting and proofing of each employee W2.
- maintains confidentiality of sensitive correspondence, records and information.
- calculating timesheets hourly and non-exempt employees—checking hours worked and PTO and vacation times.
- performs other related duties as assigned by the Business Administrator or designee.

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North Royalton, OH 44133

Church Office: (440) 237-7958

School Office: (440) 237-7988

WWW.ROYRED.ORG

WWW.RRLS.ORG



competencies

- Problem Solving – Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, and uses reason even when dealing with emotional topics.
- Interpersonal Skills – Focuses on solving conflict, maintaining confidentiality, listens to others without interrupting, keeps emotions under control, remains open to other's ideas and tries new things.
- Teamwork – Balances team and individual responsibilities, exhibits objectivity and openness to other's views, gives and welcomes feedback, contributes to building a positive team spirit, and puts success of team above own interests.

required critical skills, training & education

- Minimum 2 years Administrative Assistant experience.
- High school diploma or GED.
- Proficient computer skills and database management – including Microsoft Office/Excel, ADP Workforce Now and willingness to learn Concordia Health Plan systems.

scope of position

Classification: Non-exempt hourly
Status: Part-time (20 hours/week)
Supervisor: Business Administrator