



Position Description for

Payroll & Benefit Specialist

Title: Payroll & Benefit Specialist

Reports to: Senior Director, Finance and Administration

Employment Status: Full time, Non-exempt

3 Imperatives:

- All financial records and reporting are accurate, complete, timely, and can be successfully audited
- Statutory payroll reporting accurate, complete and timely
- Employee files and records are up-to-date

Summary of Position:

Has primary responsibility for payroll processing, employee records, benefits enrollment and maintenance, events accounts receivable, contribution processing, bank deposits, posting of financial transactions and other operations of the finance department.

Minimum Qualifications:

Four-year degree in accounting or related field or equivalent relevant experience

Duties/Areas of Responsibility:

- Maintain appropriate and accurate financial records
- Process semi-monthly payroll, including new hires, employee transitions, benefits maintenance, time-off tracking and maintaining personnel files
- Prepare tax reporting and government filing for payroll withholding
- Pay monthly sales tax for catered events and Bookstore
- Monitor daily cash positions and cash accounts
- Maintain contribution records including processing and posting weekly and Sunday offerings.
- Count and deposit incoming funds, including assigning proper accounts.
- Compile weekly giving and attendance reports.
- Assist in posting of financial transactions, balancing accounts at month end, and generating monthly departmental financial reports
- Administer employee benefits including health, dental, HSA, life and disability
- Correspond with outside benefits provider regarding employee insurance enrollment.
- Enter enrollments and changes in EASE benefits platform
- Help administer employee retirement program

- Prepare invoices for outside events
- Assist in working with outside auditors
- Help maintain accuracy of Arena member database
- Assist members with online contributions and questions regarding donations
- Adhere to staff core values
- Adhere to the Constitution and Bylaws of North Heights and their biblical beliefs.
- Establish and manage measurable quarterly goals that are in alignment with our vision
- Performs other duties as assigned that further the vision of North Heights

Knowledge, Skills, and Abilities:

Required:

- Demonstrates a Spirit-filled life with many of the gifts of the Spirit evident and in operation
- Proficiency in generally accepted accounting principles, including experience in a nonprofit environment
- Proficiency with, or ability to learn Shelby Systems financial modules, Arena database and Paychex program
- Ability to multi-task effectively
- Strong inter-personal skills
- Ability to communicate effectively verbally and in writing, in English
- Proficiency in Word and Excel
- Belief that Jesus is the one and only Son of God and the only name that can save a human being. A good grasp of the Bible and a belief that the Bible is the inspired Word of God

Optional but desirable:

- Experience working in a church financial environment
- Experience with payroll processing and reporting