

Diocese of Erie

St. Mark Catholic Center
Position Profile

Job Title: Payroll/AP Coordinator
Department: Financial Services
Location: Erie (SMCC).
Reports to: Controller
Cabinet: Chief Financial Officer
Classification: Hourly
FLSA: Non-Exempt; Full-Time
Budget: 00731
Date Created: 9/05/2024 (updated)

OBJECTIVE:

Providing timely information and accurate record keeping in the areas of, employee pensions and payroll operations for St. Mark Catholic Center, Clergy and others as assigned by the office of Financial Services.

RESPONSIBILITIES:

The essential functions of the position include but are not limited to the following:

Payroll:

1. Process payroll for both full and part-time employees including vacation, sick and personal time into the payroll database.
2. Process all changes (pay increases, insurance premiums, 401K deductions, etc.) into the payroll database.
3. Transmit information to the third-party payroll service via electronic transmission bi-weekly usually on Tuesdays. Processed payroll is delivered to the Diocese the following day.
4. Verify payroll input with printed reports. Payroll checks are then distributed or mailed to employees.
5. Maintain employee payroll files and upon request, prepare information for internal and external sources.

Pension:

1. Verify pension payment received from approximately one hundred Diocesan locations including location ID, date, amount, check number along with employee and employer contributions. Discrepancies are resolved by calling the submitting organization.
2. Maintain pension enrollment and change forms, originals are sent to 401K provider.

3. Email payment information to the 401k provider bi-monthly. A copy of the report is kept on file for review by the staff accountant and other office personnel.

Accounts Payable:

1. Validation of incoming invoices, payment processing and maintaining all vendor files, including the administration of all 1099 files and reports.
2. Always maintain a purchasing and delivery system for maintenance and office supplies for all diocesan office staff and ensuring an adequate supply of inventory.
3. Other duties and responsibilities as assigned.

QUALIFICATIONS:

Education:

- High school diploma
- Two-year business degree preferred; but not required.

Experience

- Three to five years' experience in the areas of payroll, general ledger, and related accounting procedures.

COMPETENCIES:

1. Ability to view the position as a Ministry to God's people.
2. Absolute confidentiality is an essential element of this position.
3. Must be competent with Excel or other worksheet programs, and ability to learn specialized software.
4. Must be able to prioritize work and handle multiple tasks simultaneously with minimal supervision.
5. Strong attention to detail and accuracy.
6. Strong analytical skills to problem solve and arrive at decisions.
7. Knowledge of accounting/bookkeeping and billing procedures is a plus.

SUPERVISORY SKILLS/RESPONSIBILITIES

N/A

INTERFACE

- Regular contact with Supervisor and employees of St. Mark Catholic Center (SMCC)
- Contact with visitors to SMCC and with the general public.

PHYSICAL CAPABILITIES/WORK ENVIRONMENT

Work in relatively quiet environment; must be able to see and view monitors; Must be able to hear phone calls; must be able to lift up to twenty-five pounds.

Supervisor

Date

Incumbent

Date