

JOB DESCRIPTION: PAYROLL SPECIALIST

Department: Finance and Administration
Reports To: Director of Human Resources
Recruited By: Director of Human Resources
Approved By: Vice President of Finance and Administration
Organizational Unit: Headquarters
Status: Part-Time
Classification: Non-Exempt

JOB SUMMARY

The Payroll Specialist will work collaboratively with the Finance and Administration Department. This position will support a broad range of payroll and HR services. The payroll specialist works closely with the Director of Human Resources in ensuring quality service delivery to all employees of Florida Baptist Children's Homes, The Porch Light and Orphan's Heart. Functional areas include, but are not limited to, payroll administration, personnel records and new employee orientation. This is a "hands on" position that requires interaction with all levels of the organization.

ESSENTIAL DUTIES AND FUNCTIONS

1. Administers semi-monthly payroll processing procedures for all Florida Baptist Children's Homes Employees and maintains supporting files and documentation.
2. Participates in developing department goals, objectives and systems.
3. Performs benefits administration to include problem resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
4. Maintains employee 403(b) participation data and ensures accuracy of data between HRIS systems, 403(b) administrator and accounting.
5. Provides support to department supervisors regarding job positions, posting on FBCH Website and external job advertising.
6. Review and screen all incoming applications and resumes.
7. Conduct appropriate pre-employment screenings.
8. Verifies criminal and educational background, reference check information.
9. Maintains and ensures HR printed materials are accurate and up-to-date on correspondence, forms and the FBCH employee portal and employment page.
10. Coordinate and administer the onboarding process for all new hires.
11. Maintain Organization's Outlook distribution list
12. Participates in administrative staff meetings and attends other meetings and seminars.
13. Maintains human resource information system records and personnel files.
14. Maintains compliance with federal and state regulations concerning employment.
15. Maintain and conduct all matters in a highly confidential manner.
16. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Associate's Degree or equivalent from an accredited college or two or more years' human resources experience and/or training; or equivalent combination of education and experience

Strong verbal and written communication skills

Experience with ADP or another HRIS helpful

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Computer and systems skills including experience with Microsoft Word and Excel
- Ability to build effective professional working relationships internally and externally
- Must be detail oriented, highly organized and able to handle a variety of tasks and responsibilities in an efficient manner with a high level of quality
- Present him or herself outside the agency in a manner in keeping with the Organization's core values and guiding principles
- Effective communication skills, both oral and written
- Ability to maintain confidential employee and company information.
- Ability to multi-task
- Ability to understand and follow oral and written instructions, meets deadlines, and work independently
- Ability to solve daily problems by analyzing situations, determining next step and implementing.
- Ability to comprehend and process information rapidly and accurately
- Skills in effectively organizing work, files, records, etc., to maintain efficient work flow
- General knowledge of standard office practices and office equipment

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. Ability to lift up to 30 pounds; boxes and documents.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a normal office environment.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____