

Northern California Conference
Job Description

DATE:	December 4, 2022	Title:	Payroll Coordinator
LOCATION:	Northern California Conference	Wage/Salary:	Commensurate with experience
STATUS:	Full-time Regular	ERI Category:	
REPORTS TO:	Undertreasurer	FLSA:	Exempt

SUMMARY: Responsible for payroll, and all related duties for all Northern California Conference employees, including local entities.

Payroll Main Responsibilities

1. Manages employee data into APS.net from employment paperwork received by the Human Resources department.
2. Inputs manual entries into APS.net, and reviews other data entered by others as necessary.
3. Imports supplemental insurance deductions.
4. Manages the process of monthly reports (first payroll of the month).
5. Processes all employee benefits such as: moving expense, teacher travel vouchers, education allowance, etc.
6. Calculates long-term substitute teacher daily rate, and late start pay for contracted teachers.
7. Reconciles general ledger accounts for employees and education allowance for items that should be processed through payroll.
8. Processes payroll semi-monthly, prints checks, email EFT's, and upload retirement file to ARP.
9. Posts payroll system journals.
10. Prepares schedule for employees going on LTD.
11. Processes ARP overpayment/makeup contribution requests.
12. Reviews tax reconciliation spreadsheet prepared by payroll personnel, before filing quarterly taxes.
13. Files quarterly taxes with the assistance of the Undertreasurer.
14. Reviews and monitors paid time off banks, and eligibility of employees for benefits.
15. Works closely with the Human Resources department on all items that affect employees pay, and benefits.
16. Develops and implement payroll procedures by understanding labor laws and NAD policies.
17. Reconciles insurances, and APS.net to the GL. (Voya, Sunlife, Navia)
18. Updates payroll schedules and forms for payroll including those on the treasury website.
19. Processes replacements for lost checks and W-2's.
20. Maintains parsonage allowance deduction up to date.
21. Primary contact for payroll related questions, telephone calls, e-mails, etc.
22. Prepare forms and instructional materials for churches and schools regarding payroll software and make presentations as needed.
23. Recognizes, anticipates, and resolves payroll matters.
24. Provides training and support for all payroll process including OpenTimeclock.
25. Reconciles W-2's and issued.
26. Prepares year-end reports that relates to payroll for the audit.
27. Prepares retirement allowance, wages, and vacation accruals at year-end.

Responsible for Various Accounts Receivables Tasks

- (1) Preparation of Teacher Billing schedule
- (2) Runs teacher billing monthly journals
- (3) Runs Pastors salary returns (shared salary)
- (4) Rent distributions
- (5) LTD billing for healthcare
- (6) Journals Leoni and Rio monthly subsidies
- (7) Processes Rio's medical buy-in
- (8) Assists with inquiries regarding AR
- (9) Other AR tasks as needed

28. Other duties as assigned by the Undertreasurer or Treasurer.

JOB REQUIREMENT:

This position requires strict confidentiality. The employee must abstain from releasing confidential information to individuals who are not authorized to receive information. This includes refraining from accessing confidential information or discussing sensitive information with coworkers, friends, families, or other associates without a legitimate "need to know" and/or proper authorization. Follow documented protocols in transmitting confidential information.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

Education and/or Experience

Bachelor's degree (B.A.) from a four-year college or university desired. Related experience and/or training or equivalent combination of education and experience.

Contacts, Organizational Relationship:

Must possess the ability to deal tactfully and effectively with departmental personnel, Conference employees, other in Adventist organizations and outside individuals. Individual must remain calm under pressure and exhibit courtesy, diplomacy, and kindness always, in person, email, and on the telephone.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Other Skills and Abilities

Excel is a key component of the application and features of our payroll software APS.net and AASI.net.

Intermediate Excel level knowledge is required. Basic reasoning and problem-solving skills. Ability to prioritize and multi-task. **Must be organized and detail oriented.**

Accounting education and experience are required.

Ability to do basic research including, tax, accounting, California Labor Law, etc. Ability to work independently and maintain confidences.

***** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**