



Payroll Associate

Milestone Church
Keller, Texas

Employment Type: Part-Time
20 hours per week

Synopsis of Role

Maintains payroll information by collecting, calculating, and entering data while utilizing payroll software. Critical functions include entering payroll changes and preparing payroll reports.

Principal Responsibilities

- Process bi-weekly payroll
- Apply clergy housing allowance
- Process benefit deductions
- Prepare for annual payroll audit
- Answer employee payroll questions
- Communicate regularly with staff
- Ensure compliance with state and federal employee payroll laws
- Process annual ACA reporting
- Maintain high level of confidentiality

Competencies Critical to this Position

<i>Core Competencies</i>	<i>Technical Competencies</i>
Reliable and dependable	Proficiency in MS Word
Proven organizational skills	Proficiency in MS Excel
Ability to work independently and meet deadlines	Proficiency with payroll processing software. Paycom software experience a plus
Willingness to adapt to changes	Proficiency in Google mail

Education/Certification and Experience Requirements

- Associate Degree
- 2-4 years payroll experience
- 2-4 years church or non-profit experience

Key Performance Measurements

- Successful bi-weekly payruns with minimal to no errors
- Timely updates to employee payroll information
- Passing annual payroll audit
- Completion of annual ACA Reporting

This description outlines the basic tasks and requirements for the position noted. It is not a comprehensive listing of all job duties.

If you are interested in this opportunity, please send your resume and cover letter to recruiting@milestonechurch.com, Attn: Melissa Canas.

Milestone Church offers comprehensive benefit packages, which are regularly reviewed to maintain competitive levels. Salary will be based on work experience, education level and relevant skill sets.

We would like to thank all applicants, however, only those who qualify for an interview will be contacted.