

Job Posting Form

Date Posted: 6/11/2019

Send completed application to: Catherine Kwiatkowski
Diocese of Buffalo
795 Main Street
Buffalo, NY 14203
E-mail: ckwiatkowski@buffalodiocese.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Payroll Manager

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Diocese of Buffalo Department Payroll

Location Address: 795 Main Street, Buffalo, NY 14203

Employer Website: www.buffalodiocese.org

Brief Job Description

1. Direction and implementation of payroll procedures and policies for the department to include streamlining and upgrades when necessary to keep within the New York State and Federal tax guidelines.
2. Work with Human Resources to ensure handbook policies related to payroll, vacation, sick, Family Medical Leave, Short Term Disability leave, and benefits; and procedures are followed.
3. Administration of the Flexible Spending Account and "Over health insurance co-pays" deductible for the Central Administrative Offices.
4. Processing of Family Medical Leave and Short Term Disability claims for the Central Administrative Offices, and parishes for whom we process payroll
5. Preparation of payroll related journal entries for the Central Administrative Offices, Retired Priest Benefit and Qualified Retirement Pension payroll for the Diocese Of Buffalo
6. Reconciliation of Payroll related journal entries and Payroll bank accounts
7. Preparation of annual Salary and Benefit budget for Central Administrative Offices, which includes meeting with Department heads.
8. Preparation of annual Actuarial Diocese Of Buffalo Priest reports for EBS Actuarial LLP.
9. Assist Human Resources in the annual Central Administrative Offices/Christ The King Seminary and Catholic Cemeteries open enrollment set-up and processing
10. Assist parishes we currently do not process payroll for with implementation of payroll procedures, Flexible Spending Account programs, open enrollment and payroll tax related issues as they arise
11. Work with Insurance Services Dept to ensure the proper reporting of Short Term Disability claims and Workmen Compensation claims
12. Work with administrator of our Group Term Life, Long Term Disability benefits to coordinate proper enrollment of eligible employees
13. Create Banking Automatic Clearing House transfers as related to the St. Joseph Fund and back up for the Director of Accounting
14. Assist the Director of Accounting; Human Resource Director; Vicar General; Executive Director of Financial Administration; and the Director of Priest Personnel with assigned special financial and payroll projects as deemed necessary.
15. Liaison with Hart & Keenan in the administration of the Lay employee pension plan
16. Perform other duties as assigned by the Director of Accounting

Qualifications: Required Education/Experience -

- BS in Accounting/Business
- 5 years in Supervisory experience in a payroll related setting
- 5 years related ADP PCPW/PayForce experience

Desired Skills

- Proficiency in the set-up and processing of the ADP payroll system
- Experience in the Federal, State payroll laws with regard to:
 - Tax Filings
 - NYS Unemployment
 - FLSA
 - Café 125 – spending accounts
- Knowledge of Human Resource law
- Demonstrated leadership in the Payroll administration/operation
- Ability to be flexible, pro-active and work on multiple projects as the need arises
- Must maintain confidentiality

E.O.E.

How to Apply: By Mail E-Mail as above. **Applications are accepted until this position is filled.**