

Job Posting Form

Date Posted: 4/29/2021

Send resume and cover letter to: Michelle Mohn, Payroll Manager
mmohn@buffalodiocese.org

Type of Employment: Full time, 70 hours bi-weekly

Job Title of Open Position: Payroll Analyst

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

Employer: Diocese of Buffalo Department Finance

Location Address: 795 Main St. Buffalo, NY 14203

Employer website: www.buffalodiocese.org

Brief Job Description

The Payroll Analyst supports the Payroll Manager in payroll administration. This individual will be responsible for payroll processing of multi-location parishes and schools, including maintenance and new hires.

Responsibilities

- Payroll processing, including Masterfile changes and new employee maintenance
- Prepares checks and preview registers for distribution to parishes and departments
- Weekly downloads and backup from ADP
- Support parish payroll needs, new hire paperwork, deductions, rate changes, and reporting
- Prepare monthly payroll bills and journal entries
- Create appropriate journal entries for disability checks
- Enters 3rd party sick pay
- Verify mileage logs and adjust payroll figures as necessary
- Format and prepare custom reports
- Update and maintain salary scales annually
- Maintain communication with employees regarding inquiries and issues
- Liaison with ADP for company setup changes, banking changes, and stop payments
- Perform other duties as needed assigned by the Payroll Manager

Requirements

- Associate's Degree in Accounting/Finance or other related field required
- Minimum five (5) years' experience in payroll processing, including significant experience using ADP Workforce Now
- Minimum one (1) year of intermediate level MS Excel experience required
- Minimum two (2) years of high volume, multi-location payroll processing experience strongly preferred

- MS Office skills required
- Excellent time management and organizational skills
- Excellent verbal and written communication skills
- Must be able to maintain strict confidentiality

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How to Apply: Email to mmohn@buffalodiocese.org