



## EPISCOPAL RELIEF & DEVELOPMENT JOB DESCRIPTION

**TITLE:** Payroll Specialist  
**REPORTS TO:** Controller  
**DEPARTMENT:** Finance  
**DIVISION:** Operations  
**LOCATION:** USA remote  
**STATUS:** Exempt  
**EFFECTIVE DATE:** 11/01/2024

### PRIMARY FUNCTION/PURPOSE:

The Payroll Specialist is responsible for overseeing the full payroll function from end-to-end, ensuring payroll is processed on time, accurately, and in compliance with government regulations. Working closely with the HR, Finance and Accounting teams, the Payroll Specialist will analyze and interpret payroll data, providing practical reporting for decision making purposes.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

#### ○ Payroll

- Process bi-weekly payroll including wages and overtime calculations, deductions, and tax withholdings.
- Process off-cycle payments, retroactive adjustments, garnishments and levies.
- Calculates appropriate tax withholdings for all employees, across the U.S.
- Coordinate with HR to calculate any salary/benefits adjustments (Insurance, promotions or increases).
- Maintain accurate employee records, including changes to personal information and benefits.
- Verify and process timekeeping data, including paper timesheets and electronic time management systems.
- Troubleshoot payroll issues, ensuring timely and accurate paychecks.
- Troubleshoot and resolve payroll system issues promptly.

#### ○ Payroll Compliance:

- Lead state taxes registration process and ensures regulatory compliance regarding payroll obligations. Staying up to date with changes in payroll laws and regulations.
- Coordinate tax filings for multiple locations, including federal, state, and local taxes.
- Prepares payroll reconciliations, quarter-end, and year-end reports and submits to Controller for revision and approval.
- Works closely with Controller to verify and reconcile W-2s.
- Maintain accurate payroll records and employee files.

○ Reporting and Analysis

- Prepare monthly and quarterly compensation reports for the review and approval of Controller.
- Conduct compensation analysis, including year-over-year and year-to-date tracking.
- Collaborate with HR, Accounting and Finance teams to provide accurate, real-time data for strategic decision making; including but not limited to market trends and additional compensation options.

○ Audit Support

- Provide support for audits preparations, including funder's audits and external annual audits.
- Assist with workers compensation audits, institutional annual audit and any additional payroll related audits.

○ Policies, procedures and employee support

- Assist employees with payroll-related inquiries, including payroll taxes, garnishments, system access, password resets, and training.
- Provide support for new hire onboarding related to payroll.
- Develop tools, templates and guidelines to streamline payroll related processes.
- Suggest upgrades and changes aligned to a continuous process improvement methodology.
- Other tasks as assigned.

**SUPERVISORY REQUIREMENTS:**

- This role has no direct supervisory responsibilities.

**EDUCATION:**

- Bachelor's degree in relevant discipline, finance, accounting, business and/or equivalent professional experience.

**EXPERIENCE:**

- 5 years of relevant experience processing payroll and liaising with payroll systems and providers.
- Experience with selection and implementation of payroll systems highly preferred
- Work with international organizations preferred, experience in the international NGO field a plus.
- Experience with MS Office, high proficiency in Excel.

- Experience working with Payroll software is required, preferably ADP.
- Experience with project management/ task management software (like Asana) a plus.
- Extensive knowledge of federal, state, and local payroll tax regulations and proven experience with state registrations and filings.

**RELATED SKILLS:**

- Ability to work collaborative with Accounting and Finance departments.
- Excellent communication skills. Effective verbal and written communication are necessary.
- Ability to handle confidential information with discretion and professionalism.
- Proven ability to work well in a highly collaborative and cross-functional environment.
- Creative, flexible and solutions-oriented approach to problem-solving.
- Highly organized, with the ability to follow tasks through to completion and meet hard deadlines.
- Multi-tasker; capable of working on multiple projects at one time, often under pressure.
- Proven ability to take initiative, manage and accomplish multiple projects, meet deadlines and perform at a high-level in a fast-paced environment.
- Strong attention to detail, accuracy and analytical skills.
- Ability to work independently in a remote-work environment, with strong time management and multi-tasking skills.
- Comfortable working in a faith-based environment.
- Commitment to organizational values and cultural diversity, equity and inclusion efforts in the workplace.

**OTHER REQUIREMENTS:**

- The physical demands of this job are typical of those in any office workplace environment.
- May be required to work long hours and a varied schedule including evenings and weekends.

**SALARY & BENEFITS:**

**Annual salary range of \$ 84,117-\$86,017**

**Competitive, comprehensive benefits package offered**

**How To Apply:**

Email resume and cover letter to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line “**Payroll Specialist**” For more information, visit our website at [www.episcopalrelief.org](http://www.episcopalrelief.org).

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications.

Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

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*Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.