

Manager, Payroll and Benefits

Our Mission is to provide pension, healthcare, and death and disability benefits and financial assistance to qualifying members who serve or have served the Presbyterian Church (U.S.A).

POSITION OVERVIEW:

This position is responsible for effectively managing the payroll function and administering benefit plans and programs to active staff and retirees in an accurate and timely manner.

DUTIES AND RESPONSIBILITIES:

Payroll Specific:

- Accurately prepares and processes payroll, tax and pre-tax deductions, and voluntary and non-voluntary deductions. These include but are not limited to wage garnishments, United Way contributions, commuter benefits, gym subsidies, and tuition assistance when applicable.
- Reviews weekly exceptions to the current pay week such as overtime and hours without pay.
- Informs the Employee Benefits Administrator of pre-tax and after tax deductions to employee wages.
- Maintains the Time Information Management (TIM) system database.
- Reviews federal, state and local tax withholdings to ensure correct tax payments are remitted by the Ceridian Tax Service.
- Electronically reports all new hire information to the state of Pennsylvania as mandated by federal/state law.
- Updates employee taxable income with regard to benefits, tuition assistance, rewards and recognition, and taxable relocation benefits.
- Prepares monthly general ledger accounting entries based on payroll data.
- Prepares Supplemental Executive Retirement Plan (SERP) payments for retirees. Annually withholds applicable social security taxes for active participants.
- Prepares annual detailed reports for the Finance & Accounting Team on vacation accruals and the vacation buyback and rewards and recognition programs.
- Calculates and prepares quarterly refunds for Philadelphia city wage tax withholding for Philadelphia non-resident employees who work outside the city of Philadelphia.
- Administers the annual vacation buy-back benefit.
- Includes the imputed income value of Death Benefits (Group Term Life Insurance) to taxable wages and withholds appropriate taxes.
- Ensures that accurate and timely W-2's are prepared for employees.
- Ensures appropriate security over the payroll system and payroll data through physical controls over confidential paperwork and maintains appropriate confidentiality of computer passwords.
- Organizes, maintains, and secures all payroll files and records.
- Maintains accurate personnel files and employee records in compliance with the Board's records retention and confidentiality policies, HIPAA regulations, and all applicable federal, state, and local legislative guidelines.
- Prepares accurate and timely reports for Human Resources management as required.
- Responds to information requested by outside agencies, and processes monthly pension bill.

- Answers routine and non-routine inquiries from staff on payroll rates, withholdings, hours and deductions.
- Assists with payroll related projects and other confidential assignments as needed.
- Maintains and updates the payroll procedures manual.
- Reviews various payroll publications and keeps current with new and revised information relating to employee pay, payroll taxes and legislation.
- Completes wage verification request forms as required.
- Performs other job related duties as assigned.

Benefits Specific:

- Maintains, updates, and ensures the accuracy of all employee information (address changes, benefit elections and eligibility, benefit continuation for eligible dependent children, life/work events and changes, pay rates, job titles, terminations, retirements, and other personnel actions) in Ceridian, MemberNet, Benefits Connect and other Human Resources information systems.
- Investigates, analyzes, and works to resolve a wide range of benefit issues regarding but not limited to ID cards, claims, coverage, and eligibility; acting as liaison between staff, vendors, Member Services, and the Benefits Team.
- Reconciles dental, supplemental death and optional disability deduction accounts with the Finance & Accounting Team and processes necessary adjustments as required.
- Enrolls and terminates participants in the 403(b) plan, responds to inquiries relating to enrollments, plan changes and contribution amounts, prepares monthly remittance requests for employee and employer contributions, and tracks employee and employer contributions according to government regulations.
- Administers the Flexible Spending Account Program and Commuter Benefit Program and processes invoices, and maintains outside vendor relationships.
- Accurately prepares pension quotes and initiates pensions for terminated and former vested Board employees.
- Administers and processes workers compensation claims and leave of absence requests for Short - Term Disability, Parental Leave, and FMLA.
- Provides new employees with proper payroll, Human Resources and benefit enrollment forms and ensures proper completion and enrollment. Completes and maintains I-9 forms.
- Reviews unemployment claims and provides all required employment information to unemployment compensation vendor and other regulatory agencies. Assists in preparing information for unemployment hearings.
- Keeps current on all Board of Pensions Benefits Plan changes and benefit industry trends. Updates forms and procedures whenever necessary.
- Keeps current on legal aspects of benefits through Internet, benefit publications and subscriptions, and attendance at employee benefits meetings.
- Updates and assists in preparing annual Total Rewards compensation and benefits statements.
- Gathers and summarizes payroll data and prepares special reports for management as requested.
- Reports any suspected or confirmed incidents, complaints, or breaches of the privacy or security of the Board's PHI and PII as soon as they are discovered. Immediately forwards all related communications to the Board's Privacy and Security Officer and the employee's manager so that appropriate action can be taken.
- Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Human Resources, Business or related field.
- Certified Payroll Professional certification preferred.
- 5+ years of demonstrated and successful payroll management and employee benefits administration experience required.
- Significant, demonstrated experience with Ceridian's HR/Payroll WEB and Tax Service product is required.
- Excellent, in depth knowledge of federal, state and local payroll taxes as well as payroll taxes for 403(b) plans and Section 125 Plans is required.
- Excellent knowledge of benefits administration, benefits law, and benefits communication.
- Proficiency in Microsoft Office Applications including Word and Excel.
- Excellent mathematical, statistical, and organizational skills.
- Excellent analytical and problem solving skills and strong sense of attention to detail.
- Excellent oral, written, and interpersonal communication skills.
- Ability to maintain, in strict confidence, all payroll, benefits, and Human Resources information.
- Ability to establish and adhere to payroll schedules and adjust priorities as needed; ability to multitask and function effectively under time constraints.
- Ability to occasionally work extended hours as needed.
- Ability to effectively interact with staff at all levels in the organization and develop and maintain effective, productive relationships.

AT WILL EMPLOYMENT:

The Manager, Payroll and Benefits is an at-will employee who serves at the pleasure of the Board of Pensions of the Presbyterian Church (U.S.A.).

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment is typical of an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of this job the incumbent may expect to sit for prolonged periods of time. Close vision and manual dexterity are required to access data utilizing a personal computer or other electronic device.