

The Jewish Community Center of Greater Columbus, OH 43209

PAYROLL SPECIALIST POSITION DESCRIPTION

Position Title: Payroll Specialist
Personnel Code: Clerical Staff

Dept No: 102000
Status: Non-exempt

Department: Human Resources
Supervisor: CHRO

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To welcome, thank and engage JCC members and guests on a daily basis.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: Primary duties include overall processing of agency payroll, including importing data into accounting software, new hire intake, employee benefit administration and reconciliation. Provides administrative support for the Human Resources department.

Qualifications:

- A. Knowledge and Education:** CPP strongly preferred. Associate's degree in human resources, accounting, bookkeeping or related payroll field preferred.
- B. Experience-Minimum Required or Preferred:** With CPP / Associate's Degree: minimum 2 years' payroll processing experience required. Without CPP / AD: 5 years progressive payroll processing experience required. Paycom experience preferred.
- C. Special skills:** High ability to focus on details; deadline driven; solid commitment to maintain highest standard of confidentiality; able to prioritize & focus while responding to interruptions & distractions; effective, efficient & friendly customer service skills required; able to retain training and relate prior training activities to new projects; organized, logical, tactful, direct & diplomatic; proficient in Microsoft Office Excel, Outlook and Word.

Duties and Responsibilities:

- Maintain strict confidentiality of employee & agency information at all times.
- Verify and accurately process payroll for all employees with a contracted payroll service provider in a timely manner

- Download and process payroll reports, including importing to accounting software program, with high degree of accuracy and consistency
 - Create required reports and distribute to appropriate departments / staff
 - Communicate employee changes appropriately
 - Update payroll data base accurately and in a timely manner
- New Hire Intake
 - Coordination of hiring paper work, Paycom checklists, and background checks to include appropriate fingerprinting of all employees
 - Review and accurately process new hire paperwork, Paycom checklists and folders
 - Ensure checklists are fully completed prior to fingerprinting
 - Fingerprinting and distribution of Non Conviction Statements accurately and in a timely manner
 - Enroll employees in Paycom within 24 business hours of hire; effectively communicate with employees and supervisors
 - Process insurance accurately, appropriately and in a timely manner
 - Email the benefit checklist
 - Ensure Employee enrolls in benefits appropriately before the JCC deadlines.
 - Ensure the providers and brokers receive new hire insurance information prior to deadline
- Process terminated Employees accurately and in a timely manner
 - Initiate insurance termination efficiently and accurately within 24 business hours
 - Initiate COBRA paperwork, life insurance portability paperwork & 403b paperwork efficiently and accurately within 24 business hours
 - Clearly communicate termination details to supervisor and employee
- Accurately and completely process employee changes/updates in Paycom within 24 business hours
- Accurately and in a timely manner respond to employee payroll questions
 - When necessary, triage payroll HR questions to CHRO
 - Always triage HR questions to CHRO
- Accurately reconcile insurance invoices within 3 business days of receipt; effectively communicate discrepancies with broker and vendor immediately
 - Add invoice into Microix to be paid
 - Send eligibility lists as necessary
- Clearly and effectively communicate payroll, Paycom & benefit information to staff as needed / requested via emails, bulletin boards, mailboxes, letters, flyers, etc.
 - Distribute MATRIX newsletters on a monthly basis to supervisors & 25+ hour employees
 - Effectively communicate Wellness Program during open enrollment, on a monthly basis and track employee progress; add surcharge penalties; communication with employees
- Responsible for camp on-boarding as it relates to Paycom
 - Meet with Directors, update annual documents and process, ensure all HR responsibilities before camp staff start work
- Responsible for overseeing Minor paperwork; ensure all minor employees have work permit and parent guardian consent form as required, every month they work.
 - Ensure supervisors hiring Minors understand and comply with Minor policies.
- Effectively communicate new, updated & discontinued payroll policies & procedures to JCC supervisors
- Consistently and accurately maintain personnel and payroll files / folders, both virtual and hard copy
 - Filing, labels, allocating space, year-end rollover
- Responsible for employment verification requests / paperwork with 48 business hours turn around

- Responsible for New Hire and Insurance Checklists in Paycom
 - Maintain checklists and forms
 - Maintain forms on JCC "G drive"
- Answer telephone, respond to emails, copy, print, fax and scan
 - Within 4 business hours
- Primary phone responsibility for HR Department
- Responsible for organizing / scheduling HR meetings, including room & food reservations when needed
 - New Hire Orientations, Kibitzing with Klapper, Supervisor Lunch & Learns
- Provide administrative support for CHRO
- Responsible for annual JCC Giving Campaign
- Update all ECE Job descriptions prior to Orientation the first week in August
- All other duties as assigned.

Acknowledgement:

Employee Name Printed

Employee Signature

Date of Signature