



Payroll, Reimbursement & Benefits Coordinator - Reliant Job Description

FLSA	Non-Exempt
Employment	20 hours/ wk
Manages	N/A
Reports To	Erin Radomsky, ES Generalist

Job Summary

Reliant is looking for an experienced, technology and administratively skilled Payroll, Reimbursement and Benefits Coordinator to join our Central Operations team who will serve at the Reliant headquarters located in the Lake Nona area of Orlando, Florida.

The responsibilities of this position are divided across the 4 primary functions of the Employment Services team, providing administrative and data processing support for the Employment Services leadership team .

The ideal candidate would be a Christian who has experience efficiently inputting data within spreadsheets and databases. as well as analyzing and reconciling that data with other data sources . This position will be entrusted with the responsibility to post invoices and provide process development support to innovate and utilize new technologies with a focus on scaling processes within the Employment Services Department.

Benefits

- Monthly reconciliation of all benefit invoices for medical, dental, life, and vision insurance for Reliant's field missionaries
- Monthly Journal Entry creation for benefits charges/refunds in correlation with the benefit invoice reconciliations
- On-going communication of benefits additions, changes, and terminations with other members of the Employment Services Dept to ensure accurate bill reconciliation
- Assist with the annual Open Enrollment Process
- Data entry of employee 401K changes
- Assist with the communication and data entry of quarterly auto-enrollment of employees in the 401K plan.

Accounts Payable/Reimbursements

- Post invoices for the 2 monthly Accountable Reimbursement Plan EFT payment dates
- Post invoices as needed for special EFT payment dates for salary advances, and expense advances
- Assist in the on-going communication with missionaries related to the Accountable Reimbursement Plan policies and guidelines

Payroll/Taxes

- Monthly timecard processing, communication with employees, and creation the master import file into the payroll software
- Data entry within the payroll software employee records
- Assist in the monthly payroll process data entry verification and calculation review process, utilizing queries as well as other tools and resources
- Assist with tax payment tracking, reporting, and payments as needed

General Ledger

- Compile monthly MTD transfer requests, review for accuracy as well as for compliance with the MTD transfer policy, and submit to management for approval
- Create Journal entries for the approved Monthly MTD transfer requests

Other Duties

- Cross trained in the processing of field missionary hires, status changes, compensation changes, and terminations - utilizing Reliant's task management systems and tools
- Assist with special projects as needed
- Participate in Reliant office team meetings and events

Job Specifications:

- A profession of faith in Jesus Christ
- Agrees with Reliant's Statement of Faith, Core Values, and Code of Conduct
- Experience using Excel and Google sheets or comparable spreadsheet applications
- Knowledge of principles and practices of accounting with experience in creating Journal Entries
- Ability to input and reconcile data from a variety of sources with accuracy and efficiency
- Experience in insurance bill reconciliations
- Strong attention to detail along with the ability to see the big picture
- Ability to respond quickly and efficiently in a fast-paced environment
- Personable and able to positively work through challenging situations

Reporting Relationships:

- Reports to the Employment Services Generalist for day-to-day task management and supervision
- For the Benefits job functions listed above, reports directly to the Employment and Benefits Administrator
- Works collaboratively to serve all Program Teams & Reliant as a whole (external)
- Works operationally to serve all Support & Process Teams (internal)

All Reliant Office Employees must:

1. Have profession of faith in Jesus Christ
2. Affirm Reliant's Statement of Faith (<https://solomon.reliant.org/display/AboutUs/Statement+of+Faith>) and Reliant's Core Values (</pages/createpage.action?spaceKey=building&title=Core+Values>)

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.