

Job Description - Payroll Clerk

FLSA	Non-Exempt
Employment	20 hrs per week
Manages	n/a
Reports To	Payroll & Reimbursements Specialist - Erin Radomsky (https://solomon.reliant.org/pages/viewpage.action?pageId=80122403)

Job Summary

Reliant is looking for an experienced, technologically and administratively skilled part-time Payroll Clerk to join our Central Operations team who will serve at the Reliant headquarters located in the Lake Nona area of Orlando, Florida.

This position will heavily assist with the complex monthly payroll processing for 800+ Reliant missionaries. The responsibilities include providing administrative and data processing support for the Employment Services team, and requires a high volume of detailed-oriented work to be performed efficiently and accurately.

The ideal candidate would be a Christian who has experience with data input, spreadsheets, and databases including analyzing and reconciling that data with other sources.

Responsibilities & Duties

Payroll

- Monthly timecard processing, communication with employees, and creation of 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
- Data entry of employee bonuses and 401(k) changes
- Assist with the communication and data entry of quarterly auto-enrollment of employees in the 401(k) plan

General Ledger

- Prepare journal entries for recurring processes and corrections
- Assist with maintenance of records and reconciliation of accounts

Other Duties

- Cross-trained in processing a variety of payments and monthly reconciliations
- Assist with special projects and other department tasks as needed
- Maintain documentation of updated processes and procedures related to the role
- Participate in Reliant office team meetings and events

Knowledge, Skills & Abilities

- Experience using Excel and Google sheets or comparable spreadsheet applications
- Experience using databases for data storage and processing purposes
- Experience using and maintaining a task management system
- 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
- 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
- Experience in processing payroll for 500+ employees preferred

Reporting Relationships

- Reports to the Payroll and Reimbursements Specialist
- Works collaboratively with all Support, Process, and Program Teams.

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.