



National Council Office Society of St. Vincent de Paul	
Position Description	
<b>Position Title:</b>	Payroll Specialist
<b>Reports To:</b>	Chief Financial Officer
<b>Classification:</b>	Full-Time Exempt

**Objectives:**

Coordinate, monitor and maintain all administrative functions related to employee onboarding, payroll processing, reporting and benefit management for the National Council of the United States, Society of St. Vincent de Paul (SVdP NC), and its Society of St. Vincent de Paul National Stores (SVdP NS) subsidiary.

**Key Responsibilities:**

- Lead others to collaborate in the consistent application of all employment, payroll and expense reporting procedures, regulations and policies to mitigate any legal or compliance-related risks.
- Manage the onboarding process for all SVdP NC and SVdP NS new employees.
- Payroll processing using Paylocity payroll services and preparation of entries to record payroll activity in the organization's accounting software.
- Manage employee benefit enrollments, questions, or inquiries.
- Assists in the compilation of data for and the preparation of payroll related reports for the annual financial statement audit, 403b audit, 990 tax reporting and other required reporting.
- Review of staff and volunteer expense reporting to verify compliance with SVdP reimbursement policy and communicate to resolve any reporting issues.
- Coordinates quarterly functional time studies and assists staff with questions regarding the accurate reporting of time.
- Monitors and maintains compliance with relevant federal and state labor laws and regulations.
- Maintains confidentiality for all proprietary data and privileged information related to SVdP, its staff, members, volunteers, entities, and programs.
- Other assignments as determined by the supervisor.

**Key Competencies of the Position:**

- Strong knowledge of laws and regulations related to employment.
- Experience in employee benefit management.
- Effective communication skills.
- Capable of managing multiple challenging assignments concurrently.
- Drive to provide excellent customer service within and outside of an organization.
- Works collaboratively and effectively with others.
- Effective problem solver, self-motivated, with a focus on details and accuracy.
- Perceptive, responsible, and accountable.
- Ability to effectively motivate staff to comply with policies and procedures.
- Understanding of the Society: its mission, vision, and values.
- Unquestionable business ethics and personal integrity.

**Skills, Knowledge, and Experience Requirements:**

- Five to ten years of experience in payroll processing and related functions.
- In-depth knowledge of employment law. SHRM Certification a plus.
- Microsoft Office Suite and Paylocity payroll processing application proficiency.

**Accountability:**

- Supports the Rule and By-Laws of the Society of St. Vincent de Paul.
- Adheres to policies and procedures of the Society and all pertinent legal regulations.
- Prepares and accomplishes annual performance and program objectives.
- Participate in annual self-evaluation and performance review.

The National Council of the United States, Society of St. Vincent de Paul, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.