

Payroll and Benefits Manager

Milwaukee Christian Center



Interested candidates should email a cover letter and resume to mcchr@mccwi.org with "Payroll and Benefits Manager" in the subject line

Summary

Administrative work that involves the management, administration and supervision of the organization's human resources and payroll. Administers all facets of payroll management, including the development and implementation of overall systems and programs and the coordination of all staff involved in related activities. Personal contacts are with department heads and managers, and also with employees, to communicate program information and offer technical assistance in answering questions and explaining procedures. The work may include the use of manuals, guidelines or other established procedures containing or relating to legal, financial or other similarly complex matters that can be understood or interpreted only by those with advanced or specialized knowledge or skills. May also refer to and apply applicable federal, state and local codes and regulations. Must perform the general daily supervision of directly reporting staff. Work is performed under the general supervision of the Executive Director and Finance Director.

Reports to: Executive Director and Finance Director

Schedule: Part-time non-exempt position, estimated at 24-28 hours per week

Pay Rate: \$25-\$30 per hour, based on experience

Benefits: Health and dental insurance, pre-tax flexible spending account, 403(b) defined contribution retirement plan with 3% match, generous paid time off package, phone/technology stipend for eligible positions, and expansive employee assistance program.

Essential Duties and Responsibilities

- Plans, organizes and manages deadlines of the payroll unit.
- Administers all components of the payroll system and responsible for employee on boarding process.
- Provides support to Directors and Managers in human resource and recruiting functions
- Manages job postings and coordinates recruitment with program/dept leadership
- Coordinates hiring teams and interview scheduling
- Oversees the complete and accurate recording of all employee time records by conducting spot-checks, appropriate training and an ongoing review of subordinates' work.
- Uses guidelines including federal, state and local applicable laws.
- Must also use corporate policies and procedures in establishing and monitoring payroll policies. Interprets and applies guidelines to ensure compliance and equitable application.
- Refers any questions regarding legal compliance to the Finance Director and Executive Director.
- Develops, recommends and implements (after approval) employee review programs.
- Manages the administration of tax liability and requirements.
- Acts as the contact person for any internal or external audit of payroll records, systems and procedures.
- Provides advice and guidance to Directors and Managers concerning payroll deductions on benefits programs and may issue new statements regarding changes in plans.

- Prepares reports, as required, concerning the current status of plans and of compensation or payroll systems and issues.
- Ensure agency is maintaining records as needed in accordance with grant requirements.
- Assists with the payroll budget and monitors expenditures.
- Makes recommendations, as necessary, for changes in policies and procedures.
- Oversees the confidential management and maintenance of employee payroll records.
- Directs and participates in payroll preparation, including supervising the coordination of activities with the accounting department and outsourced information technology consultant(s).
- Attends meetings and participates in special projects, on special committees and on teams related to payroll issues as assigned.

Education and/or Experience

Bachelor's degree in business administration or human resources from an accredited college or university. An equivalent amount of education and experience may be substituted. Significant experience (three or more years) in maintaining compensation records and implementing benefit programs; considerable administrative and some supervisory and automated database management.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications Desired Include:

- Demonstrated experience in ensuring the success and development of policies and procedures and payroll administration and/or administrative duties
- Thorough knowledge of federal, state and local legislation concerning payroll systems and issues.
- Working knowledge of relevant generally accepted accounting principles and practices
- Ability to establish and maintain harmonious working relationships
- Highly organized, able to manage multiple deadlines
- Thorough knowledge of advanced accounting skills, along with knowledge of Microsoft office with proficiency using Excel. Experience with the MIP Fund Accounting system a plus.
- Ability to read, analyze, and interpret business journals, regulatory rules, financial reports, and legal documents
- Presentation/planning skills assisting with strategic direction of the Agency

Work Environment

Milwaukee Christian Center is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security – serving over 7,500 people each year. What began with American Baptist roots providing outreach to immigrants on Milwaukee's south side in 1921, MCC now serves youth, families, and older adults of all races, ethnicities, religions, and ages throughout the city of Milwaukee.

The Payroll and Benefits Manager's office is located within Milwaukee Christian Center's main site, along with programming and community members. The position is expected to travel to other MCC program sites throughout Milwaukee County occasionally.

Equal Opportunity Employer

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.