



JOB DESCRIPTION

Job Title: Payroll and Benefits Manager

Department: Human Resources Operations **Cost Center Number:** 400

MISSION STATEMENT

*As partners in ministry, we commit to further
the mission of the Sisters of the Holy Cross.
We strive for excellence in all we do
while using our resources wisely.
We are called to live and minister in right
relationships as we witness to gospel values
and build just and caring communities.*

CORE VALUES

Respect:

Recognizes the dignity, value and uniqueness
of each person as created and loved by God.

Hospitality:

Welcomes strangers, guests and partners in
ministry with kindness and consideration.

Compassion:

Compels us to stand with and embrace others
in their suffering, that together we may
experience God's liberating and healing presence.

Service:

Works with and for others by sharing our gifts and
talents to accomplish the mission.

Main Function:

Maintains employee data systems, processes payroll, advises employees of benefit options, conducts enrollment and provides general administrative support for the Human Resources department.

ESSENTIAL FUNCTIONS

1. Assists in assuring that the Sisters of the Holy Cross Mission is carried out in all department activities.
2. Makes recommendations regarding annual department goals and objectives.
3. Makes recommendations for annual budget.
4. Assures that department operation reflects good stewardship.
5. Maintains appropriate records.
6. Communicates all appropriate information to those who need to know.
7. Conducts performance appraisals within appropriate time frame.
8. Interviews and recommends prospective employees.

Job Specific Responsibilities

1. Manages the HRIS database for payroll, benefits and personal employee data.
2. Manages the bi-weekly processing of payroll for Sisters of the Holy Cross, Inc., and Holy Cross Ministries of Utah.
3. Resolves system and processing problems, and installs upgrades utilizing ADP and Sisters of the Holy Cross Information Services support staff.
4. Conducts enrollment and informational sessions for benefit coverages with employees.
5. Assures proper coordination, resolution of disputes, and timely processing of medical, dental and prescription claims for the Sisters of the Holy Cross throughout the world.
6. Serves as the primary contact for HR services to Holy Cross Ministries of Utah.
7. Compiles, generates and submits employment and benefits data required for EEOC, Department of Labor, auditors and Sisters of the Holy Cross management.
8. Supervises HR Assistant, assuring competent performance of essential functions of the job and providing opportunities for professional development.
9. Completes surveys as required.

MINIMUM QUALIFICATIONS

Education

Apprentice training/Associate Degree required.

Experience

Requires 5 years of relevant experience with proven supervisory abilities.

Supervision

Supervises non-exempt employees where errors are easily detected.

Budget Responsibility

Provides recommendations to supervisor regarding department budget. Has authority to sign-off on approved budget items within the department.

Sisters of the Holy Cross, Inc., is an equal opportunity employer. In order to protect the right to equal employment opportunity, this organization does not discriminate against individuals on the basis of race, color, age, sex, national origin, creed, or qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job related duties and responsibilities that an incumbent may perform. Employees will be required to perform any other job related duties required by their supervisor.