

JOB DESCRIPTION

JOB TITLE:	Payroll Specialist
DEPARTMENT:	Accounting
REPORTS TO:	Payroll and A.P. Manager
EFFECTIVE DATE:	
CLASSIFICATION:	Non-Exempt
HOME LOCATION:	Kerrville, Texas

POSITION SUMMARY: The Payroll Specialist is responsible for supporting the accurate and timely processing of payroll for all employees. This position maintains payroll records, verifies employee time and attendance information, processes payroll related transitions, and assists employees with payroll questions. The Payroll Specialist works closely with Human Resources and Accounting to ensure compliance with company policies and applicable payroll regulations while maintaining confidentiality.

PROGRAM MISSION: The Accounting team strives to meet the accounting, fiscal planning, and financial reporting and compliance needs of the Foundation in a professional, courteous, and service-oriented manner, in an environment that seeks to strengthen financial disciplines and educate Foundation staff on an ongoing basis.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Manage the full payroll cycle by verifying timecards, calculating wages and tax withholdings, processing benefits deductions, and distributing direct deposits
- Process payroll by reviewing timesheets, calculate regular/overtime wages, and process bonuses, and retroactive increases
- Ensure employees are paid accurately and on schedule
- Act as the main point of contact for employee wage questions
- Maintain payroll records
- Perform data maintenance by reviewing new hires, entering terminations and pay-rate changes into payroll systems
- Generate reports as needed
- Update and maintain highly confidential employee compensation and tax records
- Serve as accounts payable backup for invoice data entry
- Serve as a liaison between HR and accounting by answering questions regarding payroll discrepancies or deductions
- Ensure compliance with local, state, and federal laws
- Perform other related duties as assigned by management

QUALIFICATIONS:

- At least 1 year of experience in payroll administration, accounting, or an HR support role
- Experience with payroll and HR software platforms (e.g., ADP, Workday, or Paycor)
- High school diploma required, some college coursework or a payroll certification highly preferred
- Must be proficient with Microsoft Word, Excel, Outlook and other general computer and office equipment

COMPETENCIES:

- Strong attention to detail
- Strong numerical accuracy and analytical thinking
- Confidentiality and integrity
- Time management
- Problem-solving skills
- Knowledge of payroll laws and regulations
- Proficiency with payroll software
- Communication skills
- Customer service mindset

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**Mental and Physical Demands**

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Factors

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates primarily in a professional office environment mainly in Kerrville, Texas. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE