

Payroll Coordinator
Archdiocese of Galveston-Houston
Downtown Chancery
Human Resources

1700 San Jacinto Street
Houston, TX 77002

Summary:

The office of Human Resources seeks suitable applicants for the position of Payroll Coordinator. This position will be responsible for coordination of the payroll process for the Downtown Chancery, St. Dominic Chancery, Office of the Tribunal, St. Mary Seminary, and The Catholic Cemetery. Responsibilities includes HRIS data entry, time entry, payroll verifications, time off accruals, filing, managing the file room, and other job duties as assigned. In addition, the incumbent will provide support to the Benefits Specialist along with general support to the Human Resources Department as directed.

This position has access to and regularly works with highly confidential payroll and benefits information thus the ability to maintain confidentiality is critical.

This is a full time, 40 hours per week, 12-month benefits eligible position.

Education/Experience:

- Associate degree in Accounting/Payroll or other related experience with a minimum of 3 -5 years payroll experience.
- Knowledge of payroll processing procedures, experience in calculation and coding of work hours and proficient in the use of computer payroll applications.
- ADP experience preferred but not required.
- Proficient in using Microsoft Office programs (intermediate to advanced Microsoft Excel).
- Excellent attention to details and ability to maintain a high level of accuracy in data entry. Ability to identify payroll issues and utilize problem-solving skills to resolve issues.
- Strong organizational skills, communication skills both written and oral, customer service skills and a work ethics which include dependability and confidentiality.
- Ability to manage multiple tasks and deadlines. Ensure all relevant paperwork is in order and accurately verified.
- Professional in interacting with all levels of employees and management.

Suitable candidates may send a cover letter, minimum salary requirement*, and resume to resume@archgh.org with **Payroll Coordinator** on the subject line.

****Submissions which do not include a minimum salary requirement may not receive consideration.***