Payroll Coordinator - Position #127

June 7, 2018

Located in the heart of Nashville, Tennessee, our headquarters team leads, produces, and delivers biblical solutions to fulfill the mission and vision of LifeWay. For more information about LifeWay careers, visit [www.lifeway.jobs](https://www.lifeway.com/en/about/careers?vid=jobs)

LifeWay Human Resources Department, currently has an opening for a full time Payroll Coordinator as part of the HR Serve Team responsible for processing end to end, multi-state bi-weekly payroll. Must be able to perform complex payroll related duties which requires specialized processes, procedures and skills. This position prepares, verifies, reviews, corrects, balances, and processes all payroll transactions.

Responsibilities:

* Bi-weekly end to end payroll process including, but not limited to updating direct deposit, tax, additional pay, general deductions, and time records for employees, payroll balancing, bank deposits, tax balancing and file transfers to vendors
* Monitors payroll liability account for automated clearing house returns and partners with Finance team to resolve deposit issues
* Partners with LifeWay tax vendor to research and resolve federal, state, and local tax issues
* Responsible for unclaimed property administration for payroll
* Processes vendor payments and journal entries
* Working with unemployment agencies, researches and resolves state and local unemployment filing issues
* Shares responsibility for monthly payroll processing including, but not limited to updating direct deposit, tax, additional pay, general deductions, and time records for retirees, payroll balancing, bank deposits, tax balancing and file transfers to vendors
* Responds to managers, employees, and vendors related to pay and other general HR inquiries by phone, email, and ticketing system.

Qualification:

* Bachelor's degree preferred
* 3 years automated payroll processing required
* In lieu of educational requirement, 4 years automated payroll experience required

Required Knowledge, Skills, and Other Abilities:

* Technical skills - Intermediate
* Problem solving skills - Intermediate
* Knowledge of HR and payroll policies and practices
* Customer relations skills - Intermediate
* Interpersonal skills - Intermediate
* Ability to work independently as well as a team
* FCP or CPP certification preferred

CQE’s

Please list all HR and/or Payroll software you have used?

What is your minimum acceptable salary requirement?

How would you rate your MS Office, specifically Word and Excel, proficiency?