

CedarCreek Church – Job Description

Position: Payroll Coordinator

Department: Operations

Reports to: Director of Human Resources

Team: Ministry Services/Central Support

Average hours per week: 15

Position Summary:

The Payroll Manager is responsible for offering excellent service, support, and communication to the CedarCreek Staff for all payroll needs. Embrace the current payroll software and execute the bi-weekly task of payroll.

Position Responsibilities

- Championing the payroll process by preparing and executing all CedarCreek Staff payrolls on a bi-weekly basis
- Assisting in developing and leading training sessions/videos to educate staff and direct reports on using the payroll system to its highest level across the organization
- Cultivating relationships with staff and third-party providers
- Execute and streamline the housing allowance process for pastoral staff. Train and assist with compliance.
- Assist with Human Resource analytics and annual compensation reporting.

Position Requirements:

- Being a tithing, Missional Member in good standing at CedarCreek Church
- Championing the 5 Agreements of CedarCreek Church
- Attendance at a weekend service and in an adult LifeGroup
- Modeling and championing the Mission, Vision and Core Values of CedarCreek Church
- Obeying the CedarCreek Church Staff 10 Points of Accountability
- High level of integrity with confidential information

Measurements:

The Payroll Coordinator will be evaluated by the following quantifiable measurements:

- Knowledge and execution of the current payroll software system
- Knowledge and execution of organization specific payroll policies and process
- Working relationship and interactions with the staff as well as third party vendors

Disclaimer:

Nothing in this job description restricts the right of the Payroll Coordinator's Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

_____/_____/_____
Employee Date

_____/_____/_____
Director of Human Resources Date

_____/_____/_____
Executive Director Signature Date

cc.
Direct Report
Executive Director
Employee File