



JOB DESCRIPTION

TBA **PAYROLL CLERK**

Position:	Payroll Clerk
Full-time/Part-time:	Full-time
Contract/Remuneration:	Clerks Private Sector Award 2010
Employer:	Seventh-day Adventist Church (Victorian Conference) Ltd.
Appointed by:	Administrative Committee (ADCOM)
Reporting to:	Senior Accountant
Location:	141 Central Rd. Nunawading, Vic 3131
Date:	February, 2020

The focus of the Victorian Conference of the Seventh-day Adventist Church is the spreading of the Gospel of Jesus Christ, the spiritual nurture of its constituents, service to the community and the professional management of the church, its organization and facilities.

Our Vision is a thriving disciple-making movement across Victoria.

Our Mission is to make disciples for Jesus Christ of all peoples, communicating the everlasting gospel in the context of the three angels' messages of Revelation 14:6-12.

Position Summary

The role of payroll processing and reporting would not require full time attention every week. This role will also include providing assistance with other clerical duties of the finance office.

The role of the Payroll clerk is to:

- Assist in all activities regarding the management of employee compensation within the company which will involve tasks such as entering payroll information, calculating wages, making

payments, and reporting to various entities such as the Australian Taxation office and superannuation funds.

- Assist in other clerical activities as needed such as processing tithes and offering reports, receipting, and account reconciliations.

The position reports to:

- Senior Accountant

Mandatory Requirements

1. Must be a practicing member of the Seventh-day Adventist Church with a strong commitment to its mission. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
2. Must have appropriate qualifications and/or experience and possess a sound understanding of basic accounting practices and office procedures.
3. A working knowledge of the Seventh-day Adventist Church and its operations throughout the Victorian Conference.
4. Able to always exercise confidentiality and discretion in dealing with people and matters of a sensitive nature.
5. Must have the legal right to work in Australia and provide proof of this to the Employer as and when requested.
6. Must provide a current national police record with no relevant reportable outcomes to your employer as and when requested.
7. Must hold/be willing to obtain a current “Employee” Victorian Working With Children Check linked to the Employer. (**NB:** It is the responsibility of the incumbent to ensure this does not lapse nor is revoked while holding this position).

Selection Criteria/Skills Required

1. Proven ability to use Payroll software (preferably Chris 21), Microsoft Excel (or equivalent spreadsheet), Word, and SUN (or similar) accounting software.
2. Excellent organizational and time management skills.
3. Well developed customer/client contact skills, with an aptitude in problem solving.
4. Proven ability to produce systematic and accurate work, with strong attention to detail.
5. Ability to work under direction, autonomously or as part of a team, as required.
6. Very good math and numeracy skills
7. Ability to maintain confidentiality and use discretion at all times
8. Ability to interpret awards and relevant legislation
9. A commitment to and understanding of office policies and procedures e.g. Occupational Health and Safety; Equal Opportunity – Anti-Discrimination, Anti- Harassment and Anti-Bullying Policy; Information & Communications Technology Acceptable Usage Policy; conditions of service/employment etc.

Responsibilities of the Position

Payroll responsibilities

- Liaise with the HR manager &/or HR Co-Ordinator re all new employees, contracts and ensure employee's information including rates of pay, allowances, deductions and other payroll information is up to date and accurate.
- Process fortnightly payrolls accurately and on time.
- Provide service excellence to the organisation on a range of payroll related queries to all levels in the organisation.
- Complete month end reporting and reconciliations of payroll related transactions including superannuation and wages clearing accounts.
- Manage employee changes into the system accurately and on a timely basis.
- Input and process data from employee timesheets.
- Process statutory payroll obligations.
- Maintain payroll leave balances including annual leave, personal leave, and provide reports as requested on leave balances.
- Respond to payroll related employee queries.
- File all payroll working papers.
- Preparation of the single touch payroll file for submission.
- Calculate and process all payroll aspects of employment ie terminations, retirement, or redundancy when required.
- Provide pay slips, either electronic or paper, as required.
- Process monthly employee expense reports through payroll for various employee allowances and reimbursements.
- Investigate and resolve any discrepancies in payroll.
- Ensure all financial year end processes are met within required timeframes.
- Provide payroll reconciliation reports for auditors when required.
- Other payroll related duties as required or assigned.

Clerical responsibilities

- Assist as required with processing tithe & offering reports.
- Assist as required with reconciliation of accounts.
- Assist as required with accounts receivable and accounts payable.

Other responsibilities

- Attend Big Camp and other Victorian Conference events as required.
- Act as the payroll backup support for the Adventist Schools Victoria (ASV) company. This will mean running and processing ASV payroll during times when ASV payroll clerk is on leave.
- Other duties as directed.

Performance Appraisals

Regular Performance Appraisals – based on a Performance Agreement and Learning and Development Plan – will be undertaken and will also include regular Job Description reviews.

Confirmation

On behalf of the Employer,

Signed by:Date:.....

(Janelle Cameron, Senior Accountant)

I, the undersigned, have read and understood the terms and conditions of this Job Description and accept the position in accordance with the details as outlined.

Signed by:.....Date:.....

(TBA, Payroll Clerk)