

Archdiocese of Louisville
Office of Personnel and Planning

Staff Member:

Agency: Personnel and Planning

Position Title: Personnel Services Coordinator

Number Supervised: 0

Report to: Director of Personnel

Status: Exempt

Rank: 8

Minimum Hours per Week: 35

Position Summary: To assist the Chancellor/Chief Administrative Officer and Director of Personnel in all areas of Personnel and Planning, with primary focus on personnel.

- Conduct parish and school personnel audits and issue reviews using Paycor, Benefit Enrollment Forms and 401K participation
- Serve as parish support and resource to Paycor payroll system
- Serve as parish support and resource for Personnel Policies and Procedures Manual.
- Maintain and Update Client Level Information in Paycor (Including annual benefit amount changes, transfer of employee payroll files and authorization of access to group files).
- Process payroll for several Archdiocese locations
- Process 401K contributions files for several groups and per parish requests
- Assist with hiring and termination process of parish personnel
- Serve as parish support and resource in regards to FMLA
- Prepare FMLA responses as needed
- Serve as support staff on benefit administration
- Annual ACA Reporting
- Prepare contract salary worksheets and update as needed
- Prepare compensation statements (Fiscal Year End)
- Prepare attendance statements (Calendar Year End)
- Prepare contract worksheets and track, file renewed teacher contracts
- Train Business Manager and bookkeepers with Paycor access and payroll processing
- Process multiple, benefit payments for several groups' employee benefits
- Process credit and background checks
- Maintain I-9 forms
- Assist with 401K plan administration, reporting and compliance testing
- Reconcile benefit withholding to invoices and to General Ledger
- Process new seminarian and retiring priests documentation
- Special Projects as needed

Position Qualifications and Competencies:

BS/BA in related field or equivalent work experience

Proficient in Microsoft Word, Excel, Outlook

Excellent written, verbal and interpersonal communication skills

Ability to work independently and as a part of a team

Maintain discretion and confidentiality in all areas of personnel