

## HR/Benefits Coordinator

### Human Resource Duties:

- **Diocesan Payroll Coordinator (primary role)**
  - Submit payroll to Paycor for diocesan staff and participating parishes and missions twice-monthly (15<sup>th</sup> and 30<sup>th</sup>). Review for compliance with employment laws and Diocesan policies. Enter hourly workers time for churches not utilizing Paycor Time Clock feature. Review new hires and terminations for accuracy and completeness.
  - Answer questions and resolve church payroll problems
  - Process/issue 1099-MISC and 1099-NEC for the Diocesan office, once annually in January to meet February 2 IRS deadline.
  - Assist churches with Worker's Compensation audits using Paycor reports
  - Assist churches with annual Clergy Salary Worksheets. Review all for accuracy and compliance.
- **Diocesan Retirement Coordinator**
  - Enroll new 403b participants (send forms, answer questions, submit to USI).
  - Prepare contribution sheet for each church (*this may be eliminated and automated through Paycor*)
  - Email report of (employer and employee) contributions to USI for participant funding twice a month after each payroll (*report will potentially be autogenerated in Paycor*)
  - Tracks church contributions
  - Enroll new clergy into Mutual of Omaha's additional life insurance/disability program
  - Tracks end of the year Group Term Life (GTL) costs that must be added to W2's (*potentially can be automated through Paycor*)
- **Voluntary Life Insurance Administrator**
  - Handle enrollment in the plan
  - Emails monthly statements to churches
- **Health Insurance**
  - Serve as primary contact with **McGriff** who manages health benefits plan and **BenefitsFirst** who administers the enrollment and direct billing to churches
  - Handle basic questions from employees and churches about health, dental, and vision insurance
- **Maintain Diocesan Personnel Files**
  - Must be familiar with state and local employment laws as they apply to churches

- **Accounting Assistant**
  - Review Mutual of Omaha invoice and prepare AP voucher (1xs/month)
  - Prepares monthly journal entries and others as needed
    - Post BR (deposit) entries and AP (withdrawal) entries to match bank statement
    - Post deposits from third-party registration systems: Camp Jubilee (Worldline/Camp Brain) and Christian Men's Ministry (Stripe) (seasonal)
  - Email monthly pledge statements to churches
  - Reconcile credit card statement in Shelby for Diocesan office. Contact staff for missing receipts.
- **Update Annual Clergy and Church Analyses Using Parochial Report Information**
- **Attend Quarterly Finance Committee Meetings to take minutes.**
- **Attend Periodic Benefits Committee Meeting.**
- **Obtains background checks for Diocesan and church Employees**  
*(Background checks are required for all clergy and certain employees whose roles deal with children. We are transitioning this to an outside vendor in 2026. Churches will request their own background checks online with the results sent to the Diocese/Laura Bowman, Canon for Safe Churches. Churches will be billed directly as well.)*