FULL-TIME POSITION AVAILABLE

Payroll Specialist

The Diocese of Houma-Thibodaux currently employs approximately 1000 FT/PT employees in over 52 locations. The diocesan Office of Finance/Accounting is currently seeking a full-time person for the ministry of Payroll Specialist to:

- Process the semi-monthly payroll for the Diocese and its parishes and schools
- System administrator for NetChex, online payroll software
- Work directly with each parish and school to collect and input all payroll information
- Provide day to day support to all parish and school bookkeepers and administrators regarding payroll related matters
- Prepare journal entry reports and any other requested payroll reports for all locations
- Review completion and appropriate approvals for Pastoral Center timecards
- Process all wage garnishments
- Maintain a filing system for all payroll related information
- Facilitate all communications regarding payroll to all parish and school bookkeepers
- Attend and participate in required meetings including, but not limited to, weekly administration meetings, monthly staff meetings, and PASS meetings
- Participate in ongoing continuing education in the area of payroll
- Work closely with the Human Resources office regarding all new hires, onboarding process, terminations, and employee benefits
- Abide by all HIPAA (Health Insurance Portability and Accountability Act of 1996) guidelines which is our privacy policy/confidentiality regarding employee benefits information

The ideal candidate must possess excellent interpersonal and communication skills. Strong computer skills including MS Office software are required. Must be able to maintain confidentiality; work independently and as a team; and multi-task in a fast paced environment.

The candidate shall possess:
- College degree in the area of accounting, human resources, or other business-related field
- 3-5 years of payroll experience preferred
- Equivalent experience in payroll may substitute education requirements
- Knowledge of Roman Catholic Church Teachings preferred
The position will require a work schedule of 35 hours per week; Monday-Friday 8:30 am-4:30 pm. Excellent benefits and generous paid time off included. Salary will commensurate with experience and education.

For consideration, please submit a cover letter, including salary requirements, and a resume to hr@htdiocese.org.

Applications are now being accepted until March 31, 2022 or until position is filled.

The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion*, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.

*The Diocese, in its sole discretion, reserves the right to require “practicing Catholic” to be a qualification for a position.