

Job Posting Form

Date Posted: 12/16/15

Send completed [application](#) to: Tina Taberski
Diocese of Buffalo
795 Main Street
Buffalo, NY 14203
E-mail: ttaberski@buffalodiocese.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Payroll Analyst

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Diocese of Buffalo Department Payroll

Location Address: 795 Main Street, Buffalo, NY 14203

Employer Website: www.buffalodiocese.org

Brief Job Description

The Payroll Analyst supports the Payroll Manager and the Controller in payroll administration, benefit billing preparation and review of benefit applications and preparation of payroll related accounting journal entries and banking ACH transactions.

Qualifications: Required Education/Experience

- Associates Degree in Accounting/Business.
- Minimum 5 years ADP WorkForce Now & accounting experience.

Desired Skills

- Working knowledge of computer programs and experience in ADP WorkForce Now, Custom Reporting, Excel, Microsoft Word, etc.
- Experience in payroll general ledger journal entries and reconciliation.
- Ability to multi-task.
- Strong communication and interpersonal skills.
- Strong organizational skills.
- Adaptability to accept new tasks as determined by Payroll Manager and/Controller.
- Ability to maintain strict confidentiality.

E.O.E.

How to Apply: By Mail E-Mail as above. **Applications are accepted until this position is filled.**