



**Job Description**  
**Payroll and Accounts Payable Specialist**  
**Part time - Hourly**  
**July 2024**

**Position Objective**

St. Andrew Lutheran Church is in Eden Prairie, MN and is a congregation of the Evangelical Lutheran Church in America. Serving more than 7,000 members in the Twin Cities and around the nation, St. Andrew is moving our community to “Live out our Faith in Daily Life.” Rooted in Christ, we are nurturing the future of faith by cultivating beloved community, encouraging faithful curiosity, and equipping all as servant leaders.

St. Andrew is seeking a skilled Payroll and Accounts Payable Specialist to process semi-monthly payroll and support the accounts payable process.

A qualified candidate will have experience using a payroll service to maintain accurate employee pay data and process payroll and have knowledge using financial software to maintain vendor information and process weekly payments. As with all staff at St. Andrew, we are looking for someone who is naturally warm, friendly, and approachable and serves as a good representation of the church and the values we hold.

**Job Responsibilities**

- Using ADP Workforce Now, maintain all employee payroll data for accurate payment processing including entering all new hires and updating employee data such as pay increases, changes to tax withholdings and direct deposits
- Process semi-monthly payroll for hourly and salaried employees; enter ad hoc payments for occasional musicians and media support staff
- Review monthly Portico benefit bill for payment calculation by verifying employee deductions for pre-tax plans and 403B match
- Create journal entries for Portico bill and payroll expenses
- Using QuickBooks online, enter all invoices for weekly payment, using accurate accounts and classes
- Reconcile credit card transactions by matching receipts and following up with employees on missing documentation
- Seek and support efficient process to streamline workflows, such as transitioning all vendors to ACH payments and moving paper files to online
- Partner closely with the HR Director to support the Operations area in all aspects

**Minimum Qualifications**

- 1-3 years’ experience using payroll and financial software
- Excellent communication and organizational skills
- Understanding of accounting principles and financial processes

**Position Type/Expected Hours of Work**

This position is a part-time, hourly position, based upon a projected 25 hours per week. The rate is \$25-\$30/hour, depending on qualifications.

Position Reports to: Director of Human Resources