

**ARCHDIOCESE OF SAN FRANCISCO**  
**Chancery**

**JOB DESCRIPTION**

Title: Payroll Coordinator  
Reports To: Payroll Manager  
Office/ Dept.: Payroll Department  
FLSA Status: Part-time, Non-exempt

**ESSENTIAL FUNCTIONS:**

- Ensure accurate data input into vendor portals/systems (ADP).
- Timely and accurate processing of employee semi-monthly and monthly payroll.
- Timely and accurate processing of payroll/data reports and other requests.
- Maintains compliance with all paper files, ensure an organized work space and accurate paper documents are maintained at all times.
- Responds to local, state, and federal inquiries, garnishments and verification including but not limited to unemployment filings.
- Timely and accurate follow up with site administrators payroll related questions

**QUALIFICATIONS:**

Up to 2 years of experience processing payroll and reconciliations. Must possess well developed computer skills (Microsoft Office/Word/Excel), 10 key experience. Able to work under frequent deadline pressure as well as being flexible to a changing environment. Able to handle confidential information with discretion. Possess excellent communication skills, both written and verbal. Detail oriented and possess excellent organizational skills. Possess excellent interpersonal skills and be able to interface with various levels of staff.

**EXPERIENCE:**

1 to 2 years of experience processing payroll using ADP. Experience interfacing with multiple sites/locations. Good research and analysis skills. Previous experience in a Catholic environment or institution is preferred.

**EDUCATION/CERTIFICATIONS:**

High School Diploma  
College graduate or equivalent experience

**PLEASE SUBMIT RESUME, COVER LETTER AND 2 REFERENCES TO:**

Christine Escobar, Human Resources  
One Peter Yorke Way, San Francisco, CA 94109

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.