

**DIOCESE OF RAPID CITY**

**JOB DESCRIPTION**

|                             |  |
|-----------------------------|--|
| <b>TITLE:</b>               | <b>Administrative Assistant/Benefit Coordinator</b>  |
| <b>QUALIFICATIONS:</b>      | Above average secretarial and computer skills, detail-oriented person, demonstrated high degree of accuracy.   |
| <b>REPORTS TO:</b>          | Chief Financial Officer  |
| <b>EVALUATION:</b>          | Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6 Performance Review. |
| <b>TERMS OF EMPLOYMENT:</b> | Full time/Support/Non-Exempt   |
| <b>JOB FUNCTION:</b>        | To assist the Finance Office with the management of employee benefits, mailings, cash receipts, data input, and secretarial support.                 |

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for maintaining all required paperwork in various employee benefit programs for the Diocesan office and all employer locations in the diocese.
2. Assists with all personnel documentation for Chancery Employees.
3. Coordinates the annual benefit enrollment activities for all locations in the diocese.
4. Enters all employee benefit information in appropriate software.
5. Conducts reconciliation procedures for all established accounts in area of responsibility.
6. Fields questions from employees about employee benefits
7. Assists in the development of benefit strategies and cost management.
8. Prepares and distributes employee benefit summaries and educational material.
9. Accounting duties for various entities in the Diocese including PRAA, contingency, and Casa Maria.
10. Provides backup to the Chancery receptionist

11. Prepares daily cash receipt spreadsheet.
12. Processes payroll for all Chancery and TSRC employees.
13. Prepares payroll tax documents for the Chancery and for all employees in a timely manner as well as sending in the proper reports to the IRS before the deadlines.
14. Maintains payroll files for employees and updates all withholdings and deductions as needed.
15. Offers assistance to Finance office staff as needed.
16. Maintains a safe and orderly work area.
17. Provides for his/her own spiritual and professional growth.
18. Assists in promoting a positive and hospitable office climate.
19. Speaks positively about the Diocese of Rapid City.
20. Other duties as assigned.