

Job Description – Payroll & Benefits Assistant

1. *Reports to* – Personnel Coordinator and Controller
2. *Overall responsibility* – Carry out day-to-day administrative responsibilities for World Impact's Payroll and Benefits. Primary tasks include maintaining complete and accurate personnel records, running bi-weekly payroll and maintaining medical, dental, vision, disability and workers compensation insurance records.
3. *Basic requirements* – An Evangelical Christian with a personal commitment to Jesus Christ, in agreement with World Impact's Affirmation of Faith and Affirmation of Christian Commitment.
 - a. Displays knowledge of, and commitment to, the Word of God as the source of all wisdom, discernment and counsel.
 - b. Applies the Word of God in exercising wisdom, discernment and counsel.
 - c. Models a Christian lifestyle
 - d. Heartfelt burden for the urban poor
 - e. Administratively efficient
 - f. Able to represent World Impact and its vision with clarity and enthusiasm
4. *General Responsibilities - Payroll*
 - a. Process payroll on bi-weekly basis, including calculation of payroll tax deposits
 - b. Track support-raising pledges for accepted missionary candidates
 - c. Assist with recruiting and processing applications for National Office support-staff
 - d. Maintain complete and accurate payroll files for staff nationwide, including missionaries, support staff, interns, summer staff, etc.
 - e. Process background checks
 - f. Process missionary introduction and exit letters
 - g. Assist with immigration issues
 - h. Respond to unemployment claims
5. *General Responsibilities - Benefits*
 - a. Medical, Dental & Vision
 - i. Open Enrollment
 - ii. Enrollments, terminations, changes
 - iii. Pay premiums
 - iv. Participant claim issues
 - v. Annual policy renewal
 - b. Short-term and long-term disability policies
 - i. Enrollments, terminations, changes
 - ii. Pay premiums
 - iii. Participant claim issues
 - iv. Annual policy renewal

- c. Workers' Compensation
 - i. Oversee audits
 - ii. Pay premiums
 - iii. Process claims
 - iv. Annual policy renewals