

JOB POSTING – PAYROLL ADMINISTRATOR

The Diocese of Charlotte is seeking a full time Payroll Administrator. Areas of responsibility include oversight and review of payroll for all diocesan entities and select parishes and schools, training payroll staff across the diocese, assisting in the processing of payroll for Mecklenburg Area Catholic schools, the largest single employer of the Diocese of Charlotte, maintaining confidential payroll records, providing payroll reports to management, and other duties as required.

Requirements include:

- Degree in Accounting, Finance or related field.
- At least four years' experience in payroll processing.
- At least one year's experience in a payroll supervisory position.
- Excellent computer skills - specifically with Excel.
- Experience with PrimePay payroll software - a plus.

Please send resume and salary history/requirements by September 17, 2021 to: Mason Beaumont, Controller, Diocese of Charlotte, 1123 South Church Street, Charlotte, NC 28203-4003, or email to mtbeaumont@rcdoc.org.

The Diocese of Charlotte is an Equal Opportunity Employer.