



Turning Point Ministries Job Opening – San Diego Headquarters

Payroll and HR Specialist

Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It is an international ministry with a vision to reach every language group in the world with the Gospel and the teachings of God's Word. From a modest beginning over thirty-eight years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

The following reflects management's definition of essential functions for this position, although this list is not all-inclusive to what tasks may be assigned. Turning Point reserves the right to modify job duties or job descriptions at any time.

Position Summary:

The Payroll and HR Specialist will be working alongside a growing team of Human Resource professionals. Primarily focusing on multistate payrolls, benefits and assisting our Human Resources Manager on a variety of projects related to payroll and benefits.

Essential Functions:

- Payroll
 - Process multistate domestic payroll for 175+ employees through Paycom
 - Run and save pre-check and post payroll reports
 - Complete employee verification of employment (VOE) forms
 - Provide payroll information for unemployment insurance notice requests
 - Provide excellent customer service as the contact for payroll information and questions
- Timekeeping
 - Assist in reviewing, reconciling and processing semi-monthly timesheets in Paycom for both exempt and non-exempt employees
 - Ensure timesheets are submitted and approved by deadlines and that timesheets are completed in compliance with State regulations and company policy
 - Work with managers/supervisors to resolve any discrepancies
 - Prepare and distribute timesheet reminder emails
- Benefits
 - Process monthly benefit invoices
 - Assist in administration of benefit plans, including enrollments, changes and terminations
 - Respond to employee inquiries from employees, carriers, and brokers
 - Reconcile 403(b) contributions
 - Assist in annual workers' compensation audit

Requirements:

- Minimum 2 years of California payroll experience
- Multistate payroll experience preferred
- Ability to handle large volume of work and meet deadlines
- Ability to maintain high level of confidentiality
- High level of tact and diplomacy
- Demonstrate attention to detail, accuracy, and thoroughness
- Strong oral and written communication skills
- Respond promptly to vendor and employee needs
- Exhibit objectivity & look for ways to improve and promote quality
- Proficiency in computer skills including MS Office
- Intermediate proficiency of Excel to include vlookups, etc.
- Key 50 + words per minute, 98% accuracy

Other:

- Position is full-time at Turning Point International Headquarters in Lakeside, CA
- Must be a like-minded believer and share our passion to deliver the unchanging Word of God to an ever-changing world

Please email your resume, cover letter and Christian testimony to jobs@davidjeremiah.org