

## PCPC Job Description

*Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.*

PCPC's Mission Statement

**Title:** Benefits Specialist                      **Department:** Human Resources  
**Name:** OPEN                                      **Job Family:** Specialist  
**Date:** April 20, 2026                      **Supervisor:** Manager of Payroll & Benefits

This is a regular full-time non-exempt hourly position based on 40 hours a week and is eligible for overtime and benefits. Primarily office-based or hybrid role, depending on organizational needs. Ability to meet strict payroll deadlines and manage cyclical workload peaks. Occasional extended hours during payroll processing or year-end activities.

### **Purpose of Job**

The Benefits Specialist plays a key role in the administration of employee benefits programs while serving as a reliable backup to the Manager of Payroll & Benefits for payroll operations. This position is primarily responsible for the day-to-day coordination of benefits, including employee enrollments, vendor partnerships, compliance support, and employee education, while also ensuring payroll processes run accurately and on schedule in the manager's absence. The specialist partners closely with HR, Finance, and external vendors to uphold regulatory compliance, data integrity, and a high-quality employee experience, while contributing to continuous process improvement across payroll and benefits functions.

### **Key Job Responsibilities**

#### **A. Benefits Administration (Primary Focus)**

- Own the day-to-day administration of employee benefit programs (e.g., medical, dental, vision, retirement plans, life and disability insurance)
- Lead annual open enrollment, new hire enrollment, and qualifying life event changes
- Acts as the primary liaison with the benefits broker and vendors to ensure accurate coverage and timely issue resolution
- Ensure accuracy of benefits deductions and eligibility by auditing payroll and HRIS data
- Provide proactive education and guidance to employees on benefits programs and changes

#### **B. Payroll Support & Backup Coverage**

- Serve as backup to the Manager of Payroll & Benefits for semi-monthly payroll processing, ensuring continuity and accuracy during absences or peak cycles
- Assist with payroll data preparation, audits, reconciliations, and corrections as needed
- Support year-end payroll activities (W-2s, audits, filings) in coordination with the Manager of Payroll & Benefits
- Address routine payroll inquiries and escalate complex issues to the Manager of Payroll & Benefits

#### **C. Compliance & Reporting**

- Ensure benefits and payroll practices remain compliant with applicable laws and regulations (e.g., FLSA, ACA, ERISA, COBRA, state-specific requirements)
- Support internal and external audits related to payroll and benefits
- Maintain confidentiality and data security for employee information

#### **D. Administrative & Operational Support**

- Maintain accurate and up-to-date employee benefits and payroll records in HRIS and payroll systems, ensuring data integrity and timely updates

## PCPC Job Description

- Prepare, process, and track benefits-related documentation, including enrollment forms, vendor files, eligibility reports, and employee correspondence
- Support administrative workflows related to onboarding and offboarding, including benefits setup, terminations, and vendor notifications
- Coordinate documentation and record retention for compliance, audits, and reporting requirements
- Manage routine administrative tasks such as monitoring shared inboxes, responding to employee inquiries, and routing issues to appropriate HR colleagues
- Assist with scheduling, tracking, and follow-up for benefits deadlines, open enrollment activities, and payroll calendars
- Create and maintain process documentation, checklists, and standard operating procedures for benefits and payroll support functions
- Provide general administrative support to the Manager of Payroll & Benefits and HR team as needed to ensure smooth day-to-day operations

### **E. Process Improvement & Support**

- Identify opportunities to improve payroll and benefits processes, accuracy, and employee experience
- Collaborate with HR and Finance on system updates, integrations, and reporting needs
- Assist with HR projects as assigned, including system implementations or policy updates

### **Education and Experience Required**

- Associate's or Bachelor's degree in Human Resources, Accounting, Business Administration, or a related field (or equivalent experience)
- Three plus years of experience in benefits administration with payroll processing support
- Working knowledge of payroll laws and benefits compliance requirements
- Experience with payroll and HRIS systems (e.g., ADP, Paycom, Paylocity, UKG, BambooHR, or similar)
- Experience with annual enrollment strategy and vendor management
- ACA and benefits compliance exposure
- Strong attention to detail and high level of accuracy
- Ability to manage sensitive information with discretion and confidentiality

### **Preferred Qualifications**

- Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC)
- Familiarity with general ledger and finance reconciliation processes

### **Competencies and Skills**

- Accuracy and analytical thinking
- Strong organizational and time management skills
- Clear and professional communication
- Customer-service mindset with employees and leaders
- Ability to work independently while collaborating across teams