



Diocese of Fort Worth Position Description

The Catholic Center
800 West Loop 820 South
Fort Worth, Texas 76108-2919
www.fwdioc.org

The HRIS and Employee Benefits Analyst is a temporary position who reports to the Director of Human Resources and is responsible for assisting with the implementation and transition to a new payroll & HRIS platform. The incumbent will also provide customer assistance to Priests, school administration, employees, supervisors, and managers for all aspects of the Diocesan employee Health and Welfare benefit plans, as well as providing support for processing vendor invoices and interfacing with the Payroll and Human Resources Information System (HRIS) vendor.

Principal Accountabilities:

- Ensure that all new hires, status changes, and terminations are accurately updated in the HRIS. Monitor and manage the HR email box for inquiries and changes.
- Collaborate with the Payroll department to ensure all employees are paid timely and accurately.
- Monitor employee eligibility for benefit plans, audit for changes and/or employee terminations, and work with Accounting to process all vendor and/or HR Department invoices on a timely and accurate basis.
- Provide accurate and timely information regarding leave programs for all employees and direct employees to the correct carriers and/or third party administrators (TPA's) for support.
- Coordinate the filing of employee life insurance claims between employees and the life insurance carriers, to ensure accurate and timely processing of the claims.
- Create, maintain, and audit all new employee files, benefit files, termination files, etc., for thoroughness and accuracy as necessary.
- Assist with the implementation and transition to a new payroll & HRIS platform.
- Responsible for all other projects, tasks, etc., as assigned.

Working Conditions and/or Physical Requirements:

- This position works in a typical office environment, but is subject to stress due to the evolving and quickly expanding needs of the Diocese, tight deadlines and moderate workloads.
- Ability to sit and perform computer work for lengthy periods of time.
- Able to access and maintain centralized departmental files. Involves extending arms and reaching files stored in multiple levels on shelves, climbing up a stepladder to access files.



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- Significant amount of time regularly spent on the telephone providing customer service support and problem solving for both internal and external customers.
- Ability to accept work interruptions while still remaining focused on duties.
- Data entry via computer keyboard that requires repetitive and frequent hand and wrist movements.
- Ability to lift up to 35 pounds without assistance and up to 60 pounds with assistance.

Travel Requirements:

- None Required

Education and Experience Preferred:

- 2 to 3 of college or currently attending college with a major in HR or an equivalent of work experience or a combination of education and work experience.
- Certifications in Human Resources, Payroll, and/or Benefits (preferred).
- 2 to 3 years of experience with Payroll / HRIS and employee benefit plans in a multi-location organization of 1,000 or more employees.

Knowledge and Skills Preferred:

- Microsoft Office / Intermediate to advanced capabilities with a heavy emphasis in Excel, PowerPoint and Word.
- Demonstrated professional written and verbal communication skills.
- Demonstrated analytical, customer service skills and the ability to multi-task.
- Active member in good standing of a Roman Catholic parish community preferred.
- Bilingual (English/Spanish) preferred.

FLSA Designation: Non-Exempt

TO APPLY FOR THIS POSITION GO TO...

www.fwdioc.org/employment