

JOB TITLE: Human Resources / Payroll Manager

REPORTS TO: Business Manager

JOB SUMMARY

Provide assistance in the areas of human resources, benefits, payroll, temporary disability, worker's compensation, and leave records. Ensure timely preparation of payroll data. Audit, maintain, and control employee records. Assist with new hires and terminations. Monitor eligibility requirements for benefits and coordinate coverage and payments with accounts payables. Support and drive the health and wellness initiatives of the Academy. Work is performed under minimal supervision and requires a high degree of confidentiality and expertise.

ESSENTIAL FUNCTIONS

1. Process enrollments, changes, and cancellations to benefits programs.
2. Maintain personnel files.
3. Maintain leave records for all employees to include sick leave, vacation, administrative leave, FMLA, and leave without pay.
4. Process, monitor, and compile statistical reports and adjustments for temporary disability insurance and worker's compensation.
5. Prepare new hire paperwork and letters of employment.
6. Prepare annual contracts for teachers and administrators.
7. Prepare and process all new hires.
8. Prepare and process semi-monthly payroll.
9. Calculate timesheets/stipends for accuracy.
10. Prepare and process salary adjustments such as merits, negative leave banks, leave without pay, addendums, levies, garnishment, and check requests.
11. Follow-up log sheets for salaried non-exempt employees.
12. Maintain payroll records.
13. Generate various reports for human resources and payroll from ADP.
14. Coordinate open enrollment with Carriers.
15. Prepare COBRA information and benefit change packets for terminated employees.
16. Maintain current hard copies of all HR and Payroll related forms such as W4's, HW4's, HC-5's, I-9's, etc.
17. Prepare HR and Payroll related reports and submit requested documents for the annual audit.
18. Extract data from the HR/Payroll system to respond to HAIS and NAIS annual surveys.
19. Assist business manager in the preparation of the annual budget.
20. Understand and comply with the Academy's policies and procedures.

OTHER RESPONSIBILITIES

1. Respond and contribute constructively to the governance of the Academy.
2. Perform research, analysis, and report writing responsibilities as assigned.
3. Provide back-up relief and assistance for the Business Office co-workers to include tuition collection, mail distributions, and basic school related questions.
4. Provide assistance with community projects as sponsored through the Business, Special Events and Development offices.
5. Perform other related duties as required, following well-defined procedures.

EDUCATION AND RELEVANT EXPERIENCE

- Bachelor Degree with concentration in human resources or business administration and minimum four years relevant experience or an equivalent combination of education, experience and training.
- Experience in Microsoft Office and HRIS (ADP preferred).

REQUIRED COMPETENCIES

- Communicate well, both verbally and in writing.
- Recognize the need to speak carefully and professionally as representative of the Academy.
- Utilize discretion and tact for sensitive and confidential matters.
- Demonstrate sensitivity toward diversity.
- Engage and build positive relationships with staff and those outside the Academy to achieve positive results for the students.
- Accept suggestions and constructive criticism to strengthen capacity and understanding.
- Control temper when faced with difficult situations. Strive for immediate address.
- Continue to seek learning opportunities and integrate knowledge into work practice and personal development; share knowledge willingly with others.
- Work with others to gain knowledge; learn from others' experiences and expertise.
- Complete necessary training and education to ensure department's effectiveness.

PRODUCTIVITY / EFFICIENCY

- Perform essential functions, other responsibilities and required competencies with minimal supervision. Recognize own personal and professional limitations and seek assistance as required.
- Identify, organize and prioritize workload, tasks and schedules. Disseminate information to appropriate parties.
- Independently conducts follow ups to ensure timely completion and compliance.
- Apply accounting and payroll principles.
- Understand and summarize activities and actions into concise data.
- Recognize situations that require tact, confidentiality or acknowledgement.
- Understand insights on resources/contacts and attempt to broaden base.
- Act as a resource person to all staff regarding the Academy's policies and procedures and strive for adherence.
- Use standard office equipment, including a computer, monitor, printer, telephone, facsimile machine, calculator, copier and shredder.