EMPLOYMENT OPPORTUNITY

SEQUOYAH SCHOOL K-12

POSITION: Human Resources and Business Office Specialist

REPORTS TO: Chief Financial Officer

JOB SUMMARY
The Human Resources and Business Office Specialist is responsible for the daily oversight of Compensation and Benefits Administration, Human Resources, Human Resources, and Business Office Policies and Procedures, as well as other duties as assigned.

KEY DUTIES AND RESPONSIBILITIES

Compensation and Benefits Administration
• Process semi-monthly payroll (ADP).
• Reconcile payroll and benefit payments with monthly statements, employee records, and the general ledger.
• Prepare and record semi-monthly and/or monthly payroll and benefit journal entries.
• Manage the daily administration of the benefits program.
• Work with the Head of School and CFO to prepare and distribute the annual contract renewal process for all employees.
• Work with administrators to develop and maintain accurate job descriptions and correct FLSA classification for all positions.
• Work with Head of School and CFO to maintain a competitive and cost-effective employee benefits package, including group medical, dental, life, flexible spending accounts, retirement plan, and tuition remission.
• Work with Head of School, CFO, and health insurance broker to manage annual benefits open enrollment process, new hire enrollments and terminations and COBRA.
• Liaison with health insurance broker to facilitate questions on benefits from employees.
• Work with TIAA on 403(b) and 457(b) plans to ensure that all fiduciary obligations are met and monitor the need for an annual audit of the retirement plans.
• Manage vendor and third-party relationships for COBRA, and retirement plans.
• Manage employee accrued sick, vacation, and PTO programs.
• Manage leaves of absence for employees.
• Manage the workers’ compensation process and annual audit.
• Work with the Head of School and CFO on maintaining and updating the salary guide.
• Work with the Head of School and CFO on annual benefits and salary benchmarking.

Human Resources Compliance Policies and Procedures
• Oversee the publication and maintenance of the Employee Guidebook.
• Ensure the school is in compliance with all federal, state, and local regulations regarding payroll, health benefits, and sick time accruals.
• Maintain all legally required employee documentation (i.e. federal, state, fingerprinting, mandatory training, etc.)
• Implement and maintain employee onboarding, resignation and termination processes.
• Lead, follow up, document and conclude all employee investigations.
• Work with the Head of School, CFO and Heads of Departments on employee engagement.
• Maintain all employee personnel files with attention to completeness and confidentiality.
• Work with administration to implement and administer employee performance evaluations.
• Work with Head of School, CFO and Director of Advancement on Risk Management.
• Work with Administrators to create, update and implement policies and procedures.
• Work with Head of School, CFO and other Department Heads to grow the HR department.
Oversight of Fiscal Operations and Audit

• Assist with receiving, recording and processing cash receipts received daily from all sources.
• Assist with preparing deposit slips and making bank deposits as needed.
• Assist with coping all checks received.
• Assist with posting receipts in the General Ledger accounting system.
• Assist with maintaining files, by bank, of all deposit receipts.
• Assist with processing check requests approved for payment, obtain signatures and mail checks as appropriate.
• Assist with maintaining accounts payable files.
• Assist with preparing and posting monthly and year-end closing journal entries.
• Assist with the monthly bank and investment accounts reconciliation.
• Assist with reconciling all General Ledger accounts.
• Assist with reconciling school credit card accounts.
• Assist in the annual budget process.
• Assist CFO and Senior Accountant with creating and updating the Business Office manual.
• Assist with the audit process to ensure a thorough accurate and timely annual audit.

Other

• Assist in the research, data collection and timely completion of annual independent school’s surveys.
• Assist with the annual enrollment contracts and indexed tuition process.
• Cross-train with the Senior Accountant with the key functions of the Senior Accountant position.
• Other duties and projects assigned by the Head of School or CFO.

REQUIRED EXPERTISE & EXPERIENCE

• Bachelor’s Degree, preferably in Human Resources, Accounting, Finance, or related field.
• Ability to accurately interpret procedures and regulations along with the ability to ensure appropriate implementation.
• Ability to work collaboratively as a strong team member with faculty, the Business Office staff, and other administrative support staff on both campuses.
• Ability to work effectively with service providers to maximize services and support.
• Knowledge of principles and practices of personnel administration and labor law.
• Ability to prioritize effectively and meet deadlines.
• Excellent attention to detail.
• Ability to ascertain the need for and maintain confidentiality.
• Excellent verbal and written communication skills.
• Flexibility and an appropriate sense of humor.
• A desire to be seen as a source of support and encouragement for faculty and staff.
• Demonstrated skill using Excel, Word, QuickBooks, Senior Systems, and Blackbaud, ADP’s PC/PW platform, and ADP Workforce with timekeeping and HR modules a plus.
• 5-7 years of human resources experience.
• Highly detail oriented, well-organized, flexible and collaborative individual who enjoys working in a team-driven environment.
• Able to multitask in a fast paced, deadline driven environment, while always maintaining a customer service focus.
• Proficient in Google applications, including Gmail, Google Sheets, Google Docs.

Sequoyah School has a rich history of diversity and seeks candidates to enhance that tradition. Sequoyah offers competitive salary and benefits.

Interested candidates, please email a cover letter along with your resume, with the title of this position as the “Subject” line, to James Cooper, Business Manager at jcooper@sequoyahschool.org.

For more information about Sequoyah School, please see our website at sequoyahschool.org.