



Payroll/Human Resources Assistant Job Description

Qualifications:

- BA or BS degree in Personnel Administration, Human Resources, Business Administration or related field preferred. Experience may substitute for four year degree on a year for year basis.
- Minimum of one year of administrative support/secretarial experience, preferably in Human Resources and/or Education
- Demonstrated proficiency with a variety of software applications, including MS Office Suite (Excel, PowerPoint, Outlook, and Word) and ADP Workforce Now
- Excellent customer service, written and oral communication skills.
- Ability to carry out the mission and philosophy of the school by modeling an authentic relationship with Jesus Christ.

Job Duties:

- Payroll– Responsible for processing semi-monthly payroll including timecards, extra pay for teachers and entering into ADP payroll system. Balance payroll input to timecards and other control documents. Review ADP quarterly and yearly filing of federal and state returns, 1095C and 1094 Forms
- ADP– Monitor daily activity, add new employees to system, monitor each school department payroll. Setup ADP at the beginning of each school year by adding the school calendar, etc.
- Workers' Compensation– Collect and process all reports within twenty-four hours of injury. Communicate with departments to ensure complete accident reports. Main point of contact with broker, claims adjuster and loss claims adjuster. Provides information to adjusters regarding weekly wage verification forms, as requested. Responsible for annual reporting such as injuries by departments.
- Health Insurance and Related Benefits– Main point of contact with our health and ancillary insurers. Responsible for ensuring new employees are setup for the appropriate benefits. Knowledge of applicable IRS laws, such as qualifying events, ACA, HSA, etc. Prepare monthly requisitions for payroll deductions to providers.
- Open Enrollment– Responsible for open enrollment process. Create all documents needed, communicate to staff and manage process. Communicate with broker..
- Flexible Spending– Responsible for administering flexible spending plan. Main contact with TPA. Create forms for open enrollment, submit eligibility dates and manage account on a monthly basis.
- Payroll and Benefit related forms– Responsible for maintaining all payroll and benefit related forms such as insurance, cafeteria forms, W4's, etc.
- Other duties as assigned.