

## Moses Brown School

**Title:** Payroll and Benefits Coordinator

**Department:** Business Office

**Reports to:** Controller

**Job Level/Salary Grade:** Non-exempt

**Purpose/Objective:** Performs all payroll functions and coordinates benefits. Uses knowledge of payroll benefits regulations, understanding of labor laws (EEOC, FLSA, FMLA, ADA) and HR fundamentals to keep the school compliant with all legal requirements. Promptly investigates complaints/issues and makes recommendations to management to resolve. Helps other staff members as necessary.

### Major Responsibilities:

- Payroll Processing 25%  
Applying solid understanding of payroll and payroll tax laws, verifies attendance, hours worked, and pay adjustments, and processes pay checks through a third-party payroll system (Paychex). Maintains and assures the accuracy of all personnel records.
  
- Benefits Coordination 25%  
Administers benefits including medical, dental, COBRA, disability and 403B enrollment; determines eligibility; reviews existing programs and recommends changes as needed. Keeps track of leave time, along with vacation, personal, and sick time. Assures accuracy and security of all benefit records for all employees. Proactively identifies and assists with resolving problems regarding benefits. Processes and maintains all workers' compensation claims.
  
- On-boarding and off boarding 20%  
Prepares employment agreements. Processes new hires and coordinates annual rehire procedures. Coordinates criminal background check process.
  
- Accounting 20%  
Records paycheck journals and reconciles benefits subsidiary ledgers. Conducts year-end reporting for W-2s etc. Participates in end-of-month closing and audits. Performs back up for A/P Clerk as needed.
  
- Other 10%  
Prepares various surveys, oversees special projects, and updates employee information on website.

### **Working Relationships/ Contacts:**

- Frequent contact with department heads and employees.
- Frequent contact with outside agencies.
- Position requires ability to work collaboratively with others and maintain positive professional relationships.
- Excellent Communication skills – verbal, written and presentation skills – also beneficial.

### **Requirements:**

- Administration, codification, and clear communication of employee benefits including leave programs.
- Focused care for our employees and customer service.
- Ability to establish priorities with supervisor and then work independently.
- Knowledge of basic accounting.
- Education: A college degree in Business Administration or other related area is preferred. Extensive knowledge of HR/Payroll procedures, policies and systems.
- Experience: A minimum of 2-3 years' recent experience in payroll and benefits processing – or the equivalent – with a demonstrated proficiency in the overall HR/payroll department of a company.
- Proficiency in Microsoft Office Suite applications is required, primarily use of Excel and Microsoft word with mail merges.
- A high degree of professionalism and discretion.

*The position is effective immediately. In its hiring practice, Moses Brown deliberately seeks to maximize diversity of the school (in terms of class, gender, ethnicity, race, religion, sexual orientation, abilities/disabilities, nationality and language). **Contact Sharon Bray, Controller, at jobs@mosesbrown.org. Please include BO-PBC in the subject line of your submission. Each applicant must submit a resume and a cover letter explaining how they would be a good match for these criteria.***