

HUMAN RESOURCES REPRESENTATIVE

This role coordinates the administration of benefit programs and retirement plans as well as assists employees through the life of their employment. A good candidate enjoys finding solutions and should have good organizational skills. She/He will be able to track employee changes, notify appropriate functional areas of adjustments, understand HR regulations, reconcile issues, and assist in best practices and procedures.

ESSENTIAL FUNCTIONS AND DUTIES

- Maintain human resource records, including scanning to digitized system and tracking specific activities such as stipends, professional development, and chairs.
- Prepares documents necessary for implementing benefits coverage.
- Monitor and distribute list of new and cancelled employees under each benefit plan; work with payroll to verify benefit billing accuracy and processes for timely payments.
- Compile report data as requested for compliance, accreditation, and administrative use.
- Troubleshoots employee health and welfare benefits issues. Research and resolve complex benefits issues, which may include: eligibility; incorrect payroll deductions; questions regarding specific personal situations; etc.
- Organize annual open enrollment communications and election process as well as educate and counsel participants throughout the year regarding benefit plans.
- Participate in annual review of benefit plans, including medical, dental, vision, and 403b plan; manage relationship with plan providers.
- Designs and prepares communications material for benefits.
- Ensure all electronic timesheets are completed and approved prior to payroll run. Responsible for running payroll with assistance and coverage from the accounting manager.
- Coordinate for the full lifecycle of employees, including communicating with potential candidates, onboarding of new employees, pre-employment procedures, orientation, and processing terminations and COBRA administration.
- Provides guidance and training to other staff members, exercising discretion and judgement which are significant to the benefits and compliance of employees and St. Thomas High School.
- Comply with federal, state, and local legal requirements and anticipated legislation; advise management on needed actions.
- May work as part of team to understand and make decisions on compensation based on FLSA and other HR law.

- Learn routine Business Office processes to provide coverage of other team members as needed. Participate in team projects and assist in special events where the business office provides support.
- Assist in updating and developing best practices and procedures for HR and compensation.
- Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS

Education

Required: Bachelor's degree

Preferred: Degree in Business Administration, Human Resources, or a related field

Experience

Required: Three years of relevant HR work experience

Preferred: Five years of relevant work experience
Experience in a school and/or non-profit environment

Certification/Licenses/ Registration

Required: None

Preferred: Certified Employee Benefit Specialist (CEBS)
Certified Benefits Professional (CBP)

Working Conditions

Generally, work is done in an office environment with pleasant working conditions. The work hours are reasonably regular. Ability to work some nights and weekends to participate in school events that the Business Office supports is necessary and usually there is reasonable notice.

Physical Requirements:

Rarely required to exert physical effort