

School of the Holy Child
2225 Westchester Avenue
Rye, NY 10580

Part-Time Payroll, Payables, and Benefits Administration Coordinator

Coordinate all payroll, benefits and leave administration activities for all current and new employees. Coordinate accounts payable processes.

Duties and Responsibilities:

- Through Paycor, process semi-monthly and bi-weekly payrolls; prepare payroll-related reports such as ACA 1094, 1095Cs and 1099's; distribute W2's as needed.
- Handle all accounts payable activities, including check and ACH processing using Veracross; work with manager to move as many payments as possible to credit card or ACH; Handle annual 1099 administration.
- Administer credit card reconciliation processes.
- Administer and maintain the School's employee benefits, policies and personnel forms, and recommend changes as needed; liaison with benefits broker.
- Serve as information resource for employees regarding benefits and retirement plans.
- Process benefits enrollments and changes, including annual renewals and Open Enrollment; review and verify accuracy of health insurance carriers' invoices monthly.
- Handle all HSA and employee leave administration.
- Implement and maintain procedures to comply with all applicable employment regulations (FMLA, NYPFL, etc.) as well as Federal and State labor laws.
- Monitor and advise employees regarding insurance claims related to worker's compensation, disability, maternity, and paid family leave. Manage all administration related to these claims.
- Track employees' use of paid sick leave, personal time and vacation using Veracross.
- Monitor new employee background checks, fingerprinting, I-9 compliance, etc.
- Administer new employee processing in Veracross, Paycor for payroll and Employee Navigator for benefits enrollment.
- Complete fall and spring audits for Archdiocesan Safe Environments program.
- Maintain Employee Handbook; update annually each summer and at other times as needed.
- Coordinate with the management to prepare faculty and staff employment offer letters and agreements; coaches' agreements; stipends.
- Maintain secure, confidential and accessible employee and benefits files and records.
- Assess and recommend automation/simplification options for all payroll, benefits and human resource administration processes.
- Other duties as assigned.

Experience and Qualifications:

- Ability to interact and communicate effectively and build respectful relationships across the organization.
- Strong attention to detail. Ability to analyze information and assess for accuracy.
- Strong computer skills
- Ability to handle and maintain confidential information.
- Payroll processing experience – Paycor ideal.
- Benefits Administration experience.
- Accounts Payable experience.
- Analytic and problem-solving ability; demonstrate organizational and project management skills.
- Ability to explain/provide information and obtain information to process transactions and ensure appropriate approvals are in place.
- Sense of urgency to complete tasks in a timely manner.
- Team player; willingness to take on additional tasks as needed.
- Service and results oriented.
- Knowledge of COBRA, FMLA, NYS PFL and related state and federal employment regulations.
- Comfortable multitasking and working independently with flexibility / adaptability.

Desired Experience:

- Working with legal counsel in all areas related to HR management (e.g., benefits/plan document preparation, wage and hour issues, and disciplinary actions).
- Bookkeeping experience.