

Benefits/Payroll Specialist

Brentwood Christian School

REPORTS TO: Controller
CLASSIFICATION: Full-time, Non-Exempt; Year Round

SUMMARY: Benefit and payroll specialist, working within the finance department to strategically support business goals.

RESPONSIBILITIES:

- Administer health and welfare benefits and retirement plan including enrollment, claims issues and reporting
- Proctor payroll processing and maintain payroll records including reporting
- Ensure all employee and payroll related operations and programs are compliant with applicable state and federal law, school accreditation regulations and Board policy
- Maintain all employee records in accordance with all applicable state and federal laws and school accreditation regulations
- Manage and track all employee leave including FMLA, short and long term disability, worker's compensation and requests for accommodations under ADA.
- Coordinate and manage new hire process for all employees including pre-employment screening, orientation, paperwork
- Coordinate and manage exit process for all employees including paperwork and return of school property
- Assist hiring managers in recruiting process
- Communicate and coordinate with all departments within the organization
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree preferred in a business related field
- 2 years of benefit/payroll experience preferred
- Must be an active member of a Christian church; Church of Christ preferred

SPECIAL KNOWLEDGE/SKILLS:

- Excellent knowledge of current employment laws
- Effective verbal and written communication skills
- Strong attention to detail and organizational skills
- Proficiency in Microsoft Office Suite
- Experience with ADP preferred

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 25 pounds
- Must be able to sit for extended periods of time