



Contact: John Nickel
Chief Financial Officer
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Payroll and Human Resources Administrator

Department: Business Office
Reports to: CFO
Schedule: Full time, calendar year
Designation: Staff
Travel: Rare

POSITION SUMMARY

Greenhills School, an independent day school enrolling approximately 560 students in 6th through 12th grades, seeks an experienced HR administrator beginning in July 2021 or sooner. The Payroll and Human Resources Administrator is the primary liaison for employees to the Human Resources functions and benefits within the Business Office. They ensure consistent policy administration of Payroll and Benefits as defined by school policy and other set precedents; manage the compensation, benefits administration, employment cycle, and high level payroll matters, while developing a strong customer relations environment, and providing consultative services to all employees.

Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. We want a diverse mix of talented people who want to join us as role models who bring joy and good humor to our classrooms, fields, and offices, work collaboratively with colleagues, seek and respond to feedback, and commit to reflective practice and continual growth. We pride ourselves on being a warm and welcoming inclusive community. More information about our school can be found on our [website](#).

DUTIES AND RESPONSIBILITIES

- Benefits/Support
 - Assist in Coordinating and working to enhance benefit and retirement educational efforts: insurance information sessions, TIAA meetings, etc.
 - Participate in review and selection of proposals from consultants and/or insurance carriers.
 - Assist with annual insurance open enrollment; employee and retiree.
 - Act as liaison between employee and insurance/retirement providers to resolve concerns or questions.
 - Process benefit billing including: medical, dental, life, disability, PRMB, & COBRA

- Manage and conduct new hire onboarding, process new hire paperwork, position changes, and terminations. Oversee background check compliance and fingerprinting.
- Coordinate leaving employee necessary documentation and communication.
- Generate and update compensation reporting.
- Works with HR Generalist monitoring: 1000 hour rule for non-benefit eligible employees, RA plan eligibility, 457 eligibility, and monitor retirement contributions in relation to IRS limits according to the plan document.
- Oversees Record Retention.
- Oversee employee recognition: anniversary tracking, 25 year plaques. Order and facilitate employee service gifts.
- Completes compensation and benefit surveys.
- Complete benefit/retirement/payroll related audits.
- Manage and maintain Family Medical Leave program.
- Ensure compliance with state and federal regulations including but not limited to HIPAA, FMLA, COBRA, ERISA, PPACA, DOL and other applicable regulations.
- Manages Workers' Compensation program and oversees accommodation for work related injuries and illnesses.
- Manages and updates/oversees HRIS system: general ledger, earnings, deductions, time off accruals, wage attachments.
- Maintains user access rights to HRIS system.
- Develop and maintain new hire site with applicable Human Resources postings and benefit related materials.
- Tracks annual employee trainings through United Educators
- Approves and reconciles quarterly payroll to 941s.
- Reviews reconciliation and Remits funding for TIAA remittances.
- Assists with 990 completion for high comp employees.
- Completes non-discrimination testing for FSA Medical and Dependent care plans.
- Fiscal Year End Duties:
 - Entries and schedules of flex, vacation & sick pay liability, accrued payroll postings, salary advances, accrued taxes, VERP.
- Year End Duties
 - Reconciles and approves w-2s for processing.
 - Loads new calendar year time off balances.
 - 1094 & 1095 annual reporting obligations.
- Back up for Payroll Processing.
- Works closely with CFO and Controller during the annual budgetary process for salary budgeting.
- Prepares quarterly reports for CFO, projected ending budget & quarter end FTE counts.
- Attends educational meetings as needed to remain current with updated regulations affecting Payroll, Retirement, Human Resources, etc.
- Performs other duties as assigned.

SKILLS AND EXPERIENCE REQUIREMENTS:

- Minimum of five (5) years experience in Payroll, Accounting, and/or Human Resources administration.
- Bachelor's degree preferred or combination of HR certification, education and experience.
- Experience administering retirement plans, preferably 403(b) plans, and IRS related maximum and minimum contributions levels.
- Experience administering FMLA, COBRA.
- Must possess a very strong attention to detail and accuracy.
- Must possess the ability to work with an extreme degree of confidentiality and discreteness.
- Strong organizational skills and able to manage multiple tasks in a timely manner with strong attention to detail.

- Proficiency with Microsoft Office Software (Word, Excel, Outlook).
- Excellent telephone and customer service skills with attention to responsiveness.
- Comfortable multitasking and working independently with flexibility/adaptability.
- Must possess excellent interpersonal and communication skills

*Employees in the Human Resources department may not be related to other regular, benefit-eligible Greenhills employees. For the purpose of this policy, family members are defined as spouse, domestic partner, child/descendent, parent, grandparent, grandchild, sibling, parent-in-law.

PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Work is conducted primarily in an office environment.
- Regularly operates a keyboard and computer.
- Occasionally lifts and carries approximately 10 pounds.
- Remains primarily stationary in an office setting.
- The Greenhills School property is a tobacco-free environment.

Additional Information:

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

TO APPLY and ADDITIONAL INFORMATION

A brief cover letter, resume, and three references should be emailed to jnickel@greenhillsschool.org and gmclaughlin@greenhillsschool.org. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Applications will be reviewed as they are received. Salary is competitive and Greenhills offers an excellent benefits package, opportunities for professional development, and an extraordinary work environment.

Greenhills School is an Equal Opportunity Employer.

Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.

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