



The New Community School empowers bright, talented students who are challenged by dyslexia and related learning differences. The innovative and research-based college preparatory curriculum uses a customized educational approach to build skills in language and math and to foster academic and personal strengths – igniting the passions and gifts of unique minds.

### **Job Description**

The **Payroll & Operations Specialist** will work closely with the Director of Finance & Operations and Assistant Director of Finance. The Payroll & Benefits Specialist position will be responsible for the payroll process from start to finish and will assist with the human resources functions of the Business Office. This position requires complete confidentiality on all personnel matters.

### **Essential Duties**

#### Payroll Processing:

- Manage end-to-end payroll processing for employees, ensuring accuracy and compliance with relevant regulations using ISolved.
- Handle timekeeping, deductions, and adjustments to guarantee timely and precise payroll disbursements.
- Stay updated on tax regulations and compliance issues related to payroll.

#### Human Resources Support:

- Assist with ensuring required background checks are performed and that necessary reports are completed and recorded.
- Onboard new employees for both payroll and benefits and facilitate orientation programs.
- Maintain employee records, ensure data accuracy in HRIS, and maintain paper files.
- Handle HR-related inquiries and provide support to employees on various HR matters, including short- and long-term disability and FMLA requests.

#### Benefits Administration Support:

- Administer employee benefits programs, including health insurance, retirement plans, and other benefits.
- Assist employees with benefit-related inquiries and ensure timely enrollment and changes.
- Review vendor invoices and statements for appropriate billing and ensure that employees are charged appropriately for enrolled coverages.

#### Compliance:

- Stay informed about labor laws and regulations to ensure company compliance.
- Prepare and submit required reports to regulatory agencies.

#### Business Office Support:

- Ability and willingness to support the Business Office functions across all areas including accounts receivable, accounts payable, and student billing.
- Familiarity with accounting principles and experience with QuickBooks or other accounting software.
- Ability to handle sensitive student and employee information with the utmost discretion and confidentiality.
- Attention to data security protocols to protect payroll data and other personally identifiable information from breaches.

- Desire to provide excellent customer service to all constituents.
- Ability to work collaboratively with employees across other departments of the school.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree in human resources, accounting, or related field preferred.
- Certified Payroll Professional (CPP) or equivalent certification is a plus.
- Experience using ISolved HRIS a plus.
- Experience using QuickBooks a plus.
- Must be able to function independently and be self-directed.
- Must be able to use Microsoft products (Excel, Word, etc.) and Google Suite.
- Must possess the ability to communicate effectively verbally and in writing.
- Must possess a desire and willingness to grow professionally and work as part of a team.

Nothing in this job description restricts the school's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that either the employee or the school may terminate the employment relationship at any time, with or without notice and for any reason or no reason.

The New Community School is an equal opportunity employer. The school provides equal employment opportunity to all employees, and job applicants without regard to an individual's race, sex, sexual orientation, color, national origin, age, religion, veteran status, marital status, disability, genetic information, military service, or other factors prohibited by federal law.