



PORTSMOUTH ABBEY SCHOOL

Title: Payroll/HR Coordinator
Department(s): Business Office
Reports to: Head of School
FLSA Status: Non-exempt; Full-time; Staff position

About Portsmouth Abbey School

Portsmouth Abbey School is a coeducational Catholic boarding and day school for students in grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island's Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. Portsmouth Abbey combines a classical education in the Catholic intellectual tradition with Benedictine values. With 350 students, the School believes that the love of learning leads to the desire for God, and that the quest for intellectual understanding propels students to the search for ultimate meaning. The School is known for encouraging students to engage passionately in academic and intellectual pursuits, innovative electives and extensive opportunities in athletics and the performing and visual arts as well as a commitment to service and a focus on things that matter. Students are inspired to become the next generation's leaders, stewards, innovators and problem solvers all the while grounded in Benedictine values of love of God and neighbor, humility, hospitality and a desire to serve the common good.

Job summary

The Payroll/HR Coordinator is an integral and critical part of the Business Office at Portsmouth Abbey School ensuring the efficient management, maintenance and processing of employee payroll and benefits as well as other aspects of human resources. The position works closely with the Head of School, CFO, faculty and staff. The successful candidate will be responsible for not only attending to the day to day tasks of the position, but also identifying and developing process improvements that streamline workflow.

Human Resource Responsibilities

- Provide on-boarding for new employees, including explaining benefits and ensuring timely and accurate enrollment of benefits.
- Reconcile and ensure timely payment of benefit invoices.
- Meet with employees who are separating service, including explanation of benefit cancellation and ensuring timely and accurate cancellation of benefits.
- Manage open enrollment process.
- Manage FMLA and LOA requests.
- Manage and coordinate HSA, FSA, healthcare, dental, life, LTD, STD and unemployment benefit requests.
- Manage employee verification.
- Act as liaison between providers and employees to resolve questions and other issues.
- Maintain employee personnel files, ensuring required paperwork completed for compliance with background checks, Federal DOT, social security and Medicare.



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- Create, manage and distribute employee salary/hourly rate notification letters and schedule As, in coordination with Assistant to the Head of School.
- Works in collaboration with Head of School and other administrators to resolve employee issues/conflicts as requested.
- Conduct internal investigations and oversee external investigations.
- Other duties as assigned.

Payroll Responsibilities

- Maintain payroll information by collating, calculating and entering data.
- Update payroll records by entering any changes to employee information or benefits such as job title changes, exemptions, saving deductions, adjustments on pay rates, employee status changes etc.
- Collect and verify timekeeping information for all employees.
- Resolve payroll discrepancies and answering any employee payroll queries.
- Maintain all payroll operations according to company policies and procedures.
- Process and issue W-2 forms to employees.
- Create and upload Payroll expense Journal eEntry on biweekly basis.
- Report data to complete 403b compliance and workers comp annual audits.
- Report data to Rite Share and other programs as needed.
- Review and approve 1095C's for distribution.
- Make changes to maintain compliance with HR and Payroll laws.
- Complete any upgrades for payroll software.
- Calculate pay according to hours worked incorporating leaves and overtime.
- Calculate stipends and pay for extra duties when appropriate.
- Manage and calculate taxes and deductions.
- Calculate unemployment, worker's compensation and severance payments.
- Deal with complaints and questions regarding payroll from employees and administrators.
- Assist in business office operations on an as needed basis.

Other Responsibilities

- Provide backup assistance to Bookstore Manager as necessary.

Education, Skills and Abilities required

- Bachelor's Degree in business finance, accounting or related degree.
- 3-5 years of experience or combination of education and experience.
- Proficient knowledge of ADP payroll software preferred.
- Possession of ample knowledge of employment law and employee relations policy and procedure.
- Knowledge of various benefit offerings and overall human resources functions.
- Knowledge of accounts payable, general accounting procedures, computer applications.
- Demonstrated proficiency in data entry and management.



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- Demonstrated ability to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions.
- Demonstrated ability to be flexible and work with a wide diversity of individuals in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods.
- Demonstrated problem solving skills required to identify issues and create/recommend action plans. Problem solving with data requires independent interpretation of guidelines.
- Maintain confidentiality and ability to treat sensitive information with the utmost discretion.
- Excellent communication skills.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur when the employee attends school functions such as assemblies and other events.

Other Qualifications:

All prospective employees must be able to clear a background check.

Details of Staff position:

Rate of pay: Commensurate with experience and education

Benefits:

Pension (403b): PAS contribution of 10%; employee contribution of 1%, after 2-year waiting period (waived with prior educational experience)

Health insurance: United Healthcare; Waive, \$3,100 stipend

Dental insurance: Delta Dental

Life insurance: equal to one year's salary

Short-term disability (TDI): paid by employee and administered by State of RI



P O R T S M O U T H A B B E Y S C H O O L

Long-term disability:	90-day qualifying period; 60% of salary; \$7,500 maximum monthly benefit (conversion privilege)
AD&D:	per policy
Employee Assistance Program:	free and confidential
Tuition remission:	100% tuition remission after two-year waiting period.