



St. Mary's Academy

Job Title: Senior Payroll and Benefits Professional

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

The Senior Payroll and Benefits Professional is a full-time, 12-month position responsible for managing all aspects of monthly payroll processing, benefits administration, supports human resource onboarding, and ensures conciliations and journal entries for all merchant service providers/payment gateways. This role also provides human resources support to faculty and staff as needed. The position reports to the Chief Financial Officer.

The ideal candidate is a detail-oriented problem-solver with analytical expertise in database management, strong communication skills, and possesses a customer service mindset. They should also demonstrate empathy and tact when handling sensitive employee matters while building positive relationships within the school community.

Major Duties and Responsibilities

Payroll and Benefits (60%):

- Maintain, update, and improve the Human Resources Management System (Paylocity).
- In coordination with the Chief Financial Officer, process monthly payroll accurately and in a timely manner, reconciling payroll accounts, ensuring that proper withholdings and contributions agree with amounts paid out.
- Track and maintain records of vacation, sick and personal day records for all employees. Follow up with employees and supervisors to address delinquencies or discrepancies.
- Collect and process new hire paperwork, including background checks, onboard new employees in Paylocity.
- Manage the enrollment and termination of all employees in all benefits programs.
- Collect and process paperwork for terminations and refer to RMR for COBRA notification.
- Provide expert knowledge on benefits available for eligible faculty and staff.
- Process and reconcile monthly benefit payments, including health, dental, vision, life, disability insurances, and retirement.
- Process and reconcile monthly flex plan and HSA payments.
- Prepare any government requirements for annual benefit/payroll reporting, EEOC compliance and other.
- Track TIAA eligibility to ensure faculty are aware of and accessing their full benefit.
- Train employees on Paylocity self-service administration.
- Suggest new procedures and policies to continually improve efficiency of the payroll and benefits function at the school and improve the employee experience.
- Assist the Director, Human Resources with employee lifecycle tasks and other general HR functions as required.

Student Billing (20%):

- Manage the Student Billing lifecycle.
- Positively communicate with SMA families

Merchant Services / Payment Gateways (5%):

- Reconcile all merchant service provider/payment gateway accounts to ensure accurate processing and allocation of funds.
- Prepare Diamond Mind payment forms for the collection of various payments and fees upon request.
- Prepare monthly journal entries for all merchant service provider/payment gateway accounts and reconcile to the general ledger.

- Monitor merchant service provider/payment gateway fees and ensure accuracy of billing and payments.

Qualifications/Requirements:

Education and qualifications should include the following:

- Bachelor's degree in accounting, business administration, or related field.
- At least three years of experience in payroll and benefits administration, preferably in an educational setting.
- A basic understanding of federal and state employment laws including, but not limited to ACA, FMLA, FLSA, ADA, OSHA, COBRA, HIPPA, Workers Compensations, ERISA, EEOC, etc.
- Excellent communication and interpersonal skills.
- Excellent attention to detail.
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite, with experience in payroll and HRIS systems.
- Prior experience with Paylocity is preferred.
- Prior experience with Sage Intacct is preferred.

Salary /Benefits:

The pay range for this full-time, 12-month exempt position is \$55,000 - \$75,000. St. Mary's Academy provides excellent benefits, including up to 53 paid days off during the year including vacation, personal, school breaks and federal holiday. In addition, the school offers reduced summer hours and 12 days of paid sick leave. Medical, dental, and life insurance, retirement, paid parental leave, tuition remission, and opportunities for professional development benefits are made available to all eligible employees.

How to Apply:

Please email resume and cover letter to Lyndal Brookhart, Director of Human Resources at lbrookhart@smanet.org

No calls, please.