



### **Payroll & HR Coordinator**

The Avery Coonley School is seeking an experienced (5+ years) and dedicated Payroll & HR Coordinator. The Payroll & HR Coordinator reports directly to the Business Manager and is responsible for all aspects of payroll processing and HR, including posting open positions, facilitating hiring, onboarding new hires, compiling job descriptions, maintaining employee files, monitoring health benefits, and facilitating open enrollment. The HR Coordinator role requires the ability to manage confidential information, superior administrative & organizational skill levels, and expertise in payroll and HR software. This position requires strong interpersonal and communication skills; experience in effectively communicating key information and the ability to flexibly balance day-to-day priorities with long-term goals and projects.

#### **QUALIFICATIONS, SKILLS, AND ABILITIES:**

- Four-year degree in business or relevant Associates' degree and HR certifications
- At least five years' experience in payroll and HR including benefits management and payroll processing and withholdings, ideally in education or non-profit
- Strong background in HR and payroll software with Paylocity preferred, knowledge of all office suite programs, and G-Suite
- Comprehensive knowledge of the staffing and benefits of a school or non-profit, including recruitment, onboarding, termination, and benefit providers
- Adhere to strict confidentiality regarding employee files and follow privacy procedures at all times
- Excellent writing, communication, presentation, and group facilitation skills
- Exceptional interpersonal skills with the ability to build and maintain effective, professional relationships with faculty and staff
- High degree of cultural competency and demonstrated success in working with individuals from diverse backgrounds
- Ability to receive feedback and engage in continuous self-improvement
- Ability to adapt to a dynamic, rapidly changing work environment
- Ability to work collaboratively across teams, departments, and divisions
- Firm belief in personal accountability, producing measurable outcomes, and sustaining high expectations

#### **DUTIES:**

- Administer personnel programs and policies as they relate to hiring and termination procedures, time off, Workers' Compensation, safety, training, performance evaluation and compensation

- Post open positions on websites, coordinating interview, hire, and onboard processes
- Prepare offers, employment agreements and salary and benefits updates
- Create, maintain, and audit all employee files to ensure compliance
- Process new hire paperwork including background checks and I-9's
- Enter and manage all employees in benefits coverage for health and flexible spending accounts
- Communicate benefits information to employees, such as open enrollment of health insurance, flexible spending accounts, retirement account setup, employee assistance program, etc
- Serve as initial point of contact for employee questions/concerns about HR topics such as benefits, payroll, company policies, and time off
- Coordinate workplace incident reports from employees with the Investigator through the final decision and next steps process
- Process bi-monthly payroll for hourly employees and monthly payroll for salaried employees, reconciling withholdings for health, LTD, STD, and Life insurance to bills for same and confirming hours worked and time off taken
- Orchestrate annual employee manual updates and compile final draft for Business Manager and HOS review
- Prepare reports and correspondence as needed
- Complete Administrative tasks that include filing paperwork, updating policies and employment verifications
- Assist with special projects and perform other duties as assigned by management

The statements in this job description are intended to represent the key duties, essential nature, and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

Salary is competitive and dependent upon experience and qualifications.

### **About Avery Coonley School**

Located in the western suburbs of Chicago and serving 331 children from 40 communities in Groups(grades) PreK to 8, The Avery Coonley School (ACS) welcomes highly motivated, high-ability learners who eagerly seek new challenges. Gifted and high-achieving students flourish in a unique and collaborative culture where the drive to learn transcends all other differences. Founded in 1906, ACS enjoys a storied place in the history of gifted and progressive education for younger students in Chicago and across the nation. Learning spaces brim with energy, project-based learning, and individual exploration on the historic 11-acre campus, which is adjacent to a forest preserve, members of the Avery Coonley community thrive in a learning environment that allows for flexibility, creativity, and innovation.