



JOB DESCRIPTION: HR, Payroll & Benefits Manager

Accountability: The HR, Payroll and Benefits Manager reports to the CFO.

Nature of the Position: The HR, Payroll and Benefits Manager performs the day-to-day human resources, payroll and benefits functions for Thornton Academy.

Responsibilities for this position include but are not limited to:

1. Provide leadership and direction in the development of short and long term plans for all areas of human resources. Gather and interpret data. Prepare, update and make recommendations to Administration for human resources policies and procedures.
2. Assure TA's compliance with all federal and state regulations and labor agreements, by monitoring and implementing applicable policies and procedures, conducting investigations and maintaining records related to payroll and benefits.
3. Provide staff education related to personnel/employment/training/safety/wellness issues.
4. Support organization staff by establishing and maintaining a recruiting, interviewing and hiring program. Collaborate with hiring managers to understand skills and competencies required for openings. Consult on candidate selection, as appropriate.
5. Issue offer letters and maintain applicant database according to record retention requirements.
6. Prepare and issue annual individual employment letters of agreement and maintain seniority list, per the collective bargaining agreement.
7. Conduct new employee onboarding and orientations. Ensure employees are informed of all pertinent salary & benefit information and are appropriately enrolled in selected benefits. Enter personnel information for new hires into appropriate systems, coordinate with other departments as appropriate.
8. Coordinate employee performance management and appraisal system that drives high performance. Train managers to coach and discipline employees.
9. Conduct and analyze exit interviews. Make recommendations for change to Administration.
10. Manage salary & benefit programs, including FMLA, for all employee groups and provide updates/communications of programs offered by the Academy.
11. Ensure the Goldbook includes annual updates/communications of benefit programs offered by the Academy.
12. Coordinate and serve as liaison for all aspects of Workers Compensation. Serve as the school's safety/compliance contact.
13. Prepare bi-monthly payroll.
14. Prepare and file all required Federal & State payroll tax returns including W-2s, 941, ACA, unemployment, and Maine State retirement.
15. Reconcile all vendor billing related to payroll & benefits.
16. Assist in the preparation of annual external audits for payroll & benefits.
17. Assist the Academy in the resolution of employee grievances and disputes, as may arise regarding personnel issues.

18. Seek to enhance use and functionality of the accounting, payroll and related technology systems.
19. Perform other duties as assigned.

Qualifications:

- Bachelor's degree in Business, Human Resources or related field, or appropriate relevant experience.
- 5+ years of experience with human resources administration, payroll and benefits, and audit preparation.
- Thorough knowledge of employment related laws and regulations.
- Experience with collective bargaining agreements and a school environment preferred.
- Excellent organizational/time management skills and attention to detail.
- Strong analytical and problem solving skills.
- Excellent written and verbal communication skills.
- Respect for the extreme confidential nature of the work performed by the Finance Office.
- Team oriented attitude and ability to work well with faculty, staff, vendors and others.
- Current and valid CHRC. If lacking, must obtain the Maine Department of Education Criminal History Record Check (CHRC) upon hire.

Compensation

- Salary commensurate with experience
- Generous benefits package including health, dental, vision, and life insurances, paid vacation and sick leave, 403(b) plan

To apply, please submit the following:

- Letter of interest
- Current resume
- Completed "Non-instructional Staff" application form (available for download [online here](#))
- College transcript (an unofficial/student-issued copy is sufficient, though an official copy may later be requested)
- Contact information for three work-related references
- Evidence of current/active CHRC certificate (required by Maine law)
 - This certification may be pursued later in the hiring process but the candidate must be willing to undergo a background check and fingerprinting by the State of Maine; more information may be found at the Dept of Education website [here](#))

All materials should be submitted electronically to lisa.estabrook@thorntonacademy.org. Please note "Applicant: HR, Payroll & Benefits Manager" in the Subject line. Applications will be accepted until a suitable candidate is found.

If electronic submission is not possible, materials may be mailed or delivered to:
Lisa Estabrook Thornton Academy 438 Main Street Saco, ME 04072

*The Thornton Academy Board of Trustees has adopted a **non-discrimination policy**. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.*

