



JOB DESCRIPTION: Part-Time HR, Payroll & Benefits Assistant

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

Nature of the Position: The part-time HR, Payroll and Benefits Assistant performs day-to-day human resources, payroll and benefits functions to assist the HR, Payroll & Benefits Manager at Thornton Academy.

Responsibilities for this position include but are not limited to:

1. Assist with the development of short and long term plans for all areas of human resources. Gather and interpret data 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 and maintaining records related to payroll and benefits.
3. Assist with staff education related to personnel/employment/training/safety/wellness issues.
4. Assist with the maintenance of employee records and database information.
5. Assist with the Academy's recruiting, interviewing and hiring program. Collaborate with hiring managers to understand skills and competencies required for openings.
6. Assist with issuing offer letters and maintaining applicant database according to record retention requirements.
7. Assist with preparation and issuance of annual individual employment letters of agreement and maintaining seniority list, per the collective bargaining agreement.
8. Assist with 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.
9. Assist with coordination of employee performance management and appraisal system that drives high performance.
10. Assist with management of 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. Assist with coordination of all aspects of Workers Compensation.
13. Assist with preparation of bi-monthly payroll.
14. Assist with preparation and filing of all required Federal & State payroll tax returns including W-2s, 941, ACA, unemployment, and Maine State retirement.
15. Assist with reconciliation of vendor billing related to payroll & benefits.
16. Assist in the preparation of annual external audits for payroll & benefits.
17. Seek to enhance use and functionality of the accounting, payroll and related technology systems.

18. Perform other duties as assigned.

Qualifications:

- Bachelor's degree in Business, Human Resources or related field, or appropriate relevant experience.
- 2+ years of experience with human resources administration, payroll and benefits.
- 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 Assistant" 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.*