



GRACE SCHOOL OF SIMI VALLEY

JOB DESCRIPTION: HUMAN RESOURCES & PAYROLL DIRECTOR

SUMMARY

We are seeking an organized and detail-oriented Human Resources and Payroll Director to join our team. This position involves managing various HR functions and payroll processes to ensure smooth operations and compliance with all state and federal regulations. The ideal candidate will have strong communication skills, a thorough understanding of HR and payroll practices, and the ability to handle confidential information in accordance with the mission and purpose of Grace Church and School.

Job Title:	HR & Payroll Director	Job Status:	Full-Time, Year Round
Department:	Grace Business Office	Exempt Status:	Exempt
Reports To:	Head of School	Annual Salary:	\$68,640

ESSENTIAL FUNCTIONS

- Human Resources
 - Assist with job descriptions, postings, and candidate screenings
 - Conduct new employee orientations and ensure a seamless onboarding process
 - Oversee all employee benefits, record keeping, inquiries, contracts, and exit interviews
 - Ensure compliance with labor laws, regulations and company policies
 - Assist in audits and preparation of required HR reports
 - Manage insurance processing and billing
 - Conduct Worker's Compensation audits and manage claims
 - Organize quarterly safety meetings
 - Create teacher contracts and employee memorandums
- Payroll
 - Process semi-monthly payrolls accurately and on time
 - Calculate and verify wages, deductions and benefits
 - Maintain accurate payroll records and documentation
 - Update employee payroll information, including new hire, terminations, and changes in job classifications
 - Create payroll and holiday yearly schedules
 - Ensure compliance with minimum wage standards
 - Manage time off accrual tracking
 - Create teacher contract yearly calendars
 - Oversee organizations 403b accounts

QUALIFICATIONS

- Personal relationship with Jesus Christ and a demonstrable understanding of the gospel.
- Clear agreement with the doctrinal position of Grace Church and School and a firm commitment of a like-minded local church body.
- Functioning member of a local church
- Maintaining utmost confidentiality and safeguarding sensitive information is crucial
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, and/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds
- Effective computer proficiency
- Competent, professional and personable
- Ability to compose, proofread and edit correspondence
- Possess excellent organizational skills

WORKING CONDITIONS

- Working Environment: Typical office environment, with responsibilities that require visiting other areas on campus
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs. Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required
- Travel: Minimal

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Church and School policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Church and School does not discriminate with regard to race, gender, national or ethnic origin, color, age, or disability, to the extent required by law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

APPLICATION PROCESS

- Applications are located on the website at www.graceschoolsimi.com. Return completed application to hr@gracesimi.com.
- Selection Process: The Human Resources department will review all applications. Selected candidates will be invited to participate in a personal interview process at Grace Church and School. Any expense incurred in connection with these interviews will be the responsibility of the candidates.
- Application Procedures: All documents included in your application remain the sole property of Grace Church and School and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.