



Finance & Human Resources Administrator
Full-Time
Twelve Month

The Finance & Human Resources Administrator reports to the CFO and provides administrative and operational support to both the finance and human resources departments. This role is responsible for assisting with financial recordkeeping, payroll support, employee documentation, and general office tasks to ensure smooth day-to-day operations.

Specific duties include the following:

Finance Support

- Assist with processing invoices, expense reports, and purchase orders
- Maintain accurate financial records and filing systems
- Support accounts payable and accounts receivable tasks
- Help reconcile bank statements and track expenditures
- Prepare basic financial reports and spreadsheets
- Assist with audits and compliance documentation

Human Resources Support

- Maintain employee records and ensure confidentiality
- Assist with onboarding and offboarding processes
- Support payroll preparation and timekeeping systems
- Help coordinate recruitment activities (job postings, scheduling interviews)
- Track employee attendance, leave, and benefits information
- Assist with HR policies, procedures, and compliance
- Provide general clerical support to management

The ideal candidate will have the following qualifications:

- Bachelor's degree preferred in Finance, Business Administration, or HR
- 1–3 years of administrative, finance, or HR experience preferred
- Basic knowledge of accounting principles and HR practices
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Experience with accounting or HR software is a plus
- Strong attention to detail and organizational skills
- Ability to handle confidential information with integrity
- Good communication and interpersonal skills
- Time management and multitasking ability
- Problem-solving mindset and adaptability

Work Environment

- Office-based role with standard business hours
- May require occasional overtime during payroll cycles or audits

As professionals of a Jesuit institution our employees:

- Support Scranton Prep's Jesuit, Ignatian mission by carrying out responsibilities with integrity, attention to detail, and a spirit of service
- Contribute to the school's institutional priorities through an Ignatian lens, grounded in cura personalis, discernment, and care for the whole community
- Promote a professional and respectful work environment that enables the holistic formation of students as men and women for and with others

**Please send letter of interest and resume as soon as possible to:
employment@scrantonprep.org**

Scranton Preparatory School's Diversity Statement:

St. Ignatius Loyola, founder of the Jesuits, teaches us to seek God in all things. Jesuit schools believe that God can be powerfully encountered through an educational experience that includes and explores the great diversity that marks Creation in general and humanity in particular. Accordingly, Scranton Prep strives to form a school community in which differences in race, ethnicity, culture, religion, socioeconomic status, gender, sexual orientation, physical ability, and learning style are experienced, accepted, and understood.