THE KING'S ACADEMY

Job Title: Human Resource & Payroll Specialist
Job Status: Full-Time, 12 months
Exempt Status: Exempt
Department: Business Office
Reports to: Director of Finance & Human Resources

Job Summary

TKA is a Christ-centered school grounded in a Biblical worldview, and we are looking for an Human Resource Specialist who is a follower of Jesus Christ and is dedicated to the school's Christ-centered mission. This position is responsible for administering day-to-day HR operations and managing the full employee life cycle, with primary responsibility for payroll administration and HR compliance functions.

Essential Job Functions

Regular Activities

- Mentors a group of students through daily participation in the school's home group program
- Administers and processes semi-monthly payroll accurately and timely, including reviewing timesheets, tracking leave balances, and processing stipends, deductions, and payroll changes
- Prepares HR/payroll reports, audits, and documentation for leadership, compliance reviews, and external agencies while maintaining records and monitoring deadlines
- Accurately tracks employee certifications and trainings, ensuring timely renewals
- Ensures compliance with applicable employment laws and regulations, including wage and hour laws, leave administration, recordkeeping requirements, and mandated postings
- Maintains accurate and confidential employee personnel, payroll, benefits, and HR records in accordance with legal and organizational requirements
- Coordinates employee onboarding and offboarding processes, including new hire paperwork, background checks, system access, benefits enrollment, and exit procedures
- Serves as a primary point of contact for employee questions related to payroll, benefits, leave balances, policies, and HR procedures
- Administers employee leaves of absence while ensuring compliance with applicable laws
- Assists with recruitment and hiring processes, including posting positions, coordinating interviews, preparing offer materials, and facilitating pre-employment requirements
- Interprets and applies HR policies, procedures, and handbook guidelines consistently
- Manages and supports the full employee lifecycle from recruitment and onboarding through separation and offboarding
- Participates in continuous improvement efforts related to HR operations, payroll processes, systems, and employee service practices
- Supports a positive school culture by providing responsive, service-oriented support to employees, managers, and school leadership while maintaining professionalism, discretion, and confidentiality

Qualifications

Education and Experience

- Associate or Bachelor's Degree in Human Resources preferred
- 3+ years of progressively responsible HR experience required
- An equivalent combination of education and work experience that demonstrates the knowledge, skills, and abilities to perform the essential functions of the position

- PHR, SPHR, SHRM-CP or SHRM-SCP certification *highly preferred*
- Experience working in a nonprofit, private school, or educational setting preferred
- The ideal candidate is approachable, highly organized, detail-oriented, and able to build strong working relationships with employees, managers, and school leadership while maintaining confidentiality and professionalism

Skills and Abilities

- Highly detail-oriented with strong mathematical and analytical skills
- Able to work both independently and in a team setting
- Demonstrated ability to lead by example
- Strong project management skills and attention to detail, accuracy, and deadlines
- Proficient analyzing data and creating actionable insights for process improvement
- Strong leadership qualities and mentoring skills
- Excellent skills in communicating both orally and in written form
- Ability to learn new computer software systems
- Proficient with Microsoft Office and Google Suite

Core Characteristics

- Commitment to loving and serving Jesus Christ and supporting the school's mission
- Ability to work under pressure and in a fast-paced environment
- Positive, flexible, resourceful, and solution-oriented
- Able to understand, love, and relate to students
- Must be active in or pursuing community in a local Christian body of believers
- Must have compatible theology in line with TKA's Statement of Faith and Lifestyle Agreement

Working Conditions & Physical Requirements

- Required to use the computer throughout the day
- Work will be performed from the campus and will move throughout the campus during the day
- May occasionally have to lift up to 20 pounds
- Work is generally performed, **year round 7:30 am to 4:00 pm**
    - This position will occasionally require you to work nights, weekends, and overnights (for trips/events). As much advance notice as possible will be provided.

Salary & Benefits

- TKA offers a comprehensive benefits package that includes medical, dental, and vision insurance. Additionally, TKA has an HSA and FSA plan, Employee Assistance Program, 403(B) base with matching contributions, basic life insurance, paid time off, and paid professional development.
- **Pay Grid:** Specialist IV
- **Pay Grid Range:** $77,965-$96,940
    - *Salary is based on a preset pay grid and determined by education and experience; Most candidates enter in the lower to middle range. Placement on grid is determined by HR.*

Please Note:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.

To apply for this position, please click our application link to be redirected to our recruiting website.