



**Opportunity:** Human Resources and Finance Associate

**Reports to:** CFO/COO

**Full-Time, 12-month position, Exempt**

All Saints' Episcopal Day School is seeking an analytical, detail-oriented, and organized Human Resources and Finance Associate to join our staff. The Human Resources Manager and Finance Associate is a key member of the Business Office, responsible for coordinating and executing a wide range of administrative and operational functions. The ideal candidate will play a critical role in supporting the operational efficiency of our growing Pre-K through eighth-grade school.

This role supports the financial and human resources needs of the school, with primary responsibility for managing payroll processes. In addition, the position administers employee benefits and administrative HR tasks. Finally, this position will also procure needed supplies for various departments and provide a wide range of support to the Business Office. They must be a collaborative and mission-driven team player with a commitment to excellence, and a passion for supporting the School's mission and values. They must also have an interest in continued professional development and growth.

### **Duties and Responsibilities**

- Process and manage semi-monthly payroll, ensuring accuracy, compliance, and timely delivery.
- Administer employee benefits programs, including enrollment, changes, and communication with providers.
- Maintain up-to-date employee records and support HR documentation throughout the hiring and employment lifecycle.
- Work with CFO/COO to create and review annual employment contract packages for all employees.
- Establish and maintain employee records (ex. Professional Development) and track attendance.
- Administer workers' compensation insurance and claims reporting.
- Manage the annual employee check-in and check-out procedures for all faculty members at the beginning and end of each school year.
- Manage HR related onboarding and departures. Oversee onboarding trainings, for example, the Praesidium Academy diocesan program for employees.
- Maintain regulatory compliance by updating and organizing licensing documentation for the Arizona Department of Health Services related to specific programs and vendors.
- Assist in maintaining compliance with applicable policies and regulations.
- Manage and report to the CFO/COO and other administrators the annual budget balances for each grade level and department.
- Coordinate the purchasing and distribution process for supplies. Procure goods and services for departments, ensuring cost efficiency and alignment with School needs.
- Work with the All Saints' Parent Association to support business-related processes for various events throughout the year.
- Support the general operations on campus with other duties as assigned by the Head of School and CFO/COO.

### **Knowledge, Skills, Characteristics, and Abilities**

- Ability to maintain confidentiality and properly maintain confidential records
- Demonstrate a high degree of integrity
- Communicate effectively with all levels of employees
- Highly organized, efficient, and detail-oriented
- Enjoys being part of a team and being a key contributor to the team's positivity and success

### **Skills/Requirements**

- B.A./B.S. in Business, Human Resources, Accounting, or a related field
- Minimum of 3 years of experience in payroll processing/administration or related systems
- Proficiency with all Microsoft Office (*especially Excel*) and Google Office Products
- Accounting experience/aptitude necessary
- Highly organized, detail-oriented, flexible, and works well within a team environment
- Internally self-motivated, results-oriented, proactive, and creative thinker
- Specific training in Human Resources preferred
- Knowledge of federal and multi-state employment laws
- Knowledge of COBRA and FMLA laws
- Ability to lift more than 50 lbs.

### **Application Process and Materials**

With approximately 100 full-time faculty and staff serving 550 students, our campus is buzzing with activity. If All Saints' sounds like the right place for you, we invite you to apply to join us.

Qualified candidates should submit the following materials to [employment@allsaints.org](mailto:employment@allsaints.org):

- Letter of interest
- Current resume
- At least three professional references

All offers of employment are contingent upon reference checks, a clean background check, fingerprinting, and required diocesan course completion.

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All Saints' Episcopal Day School in Phoenix, Arizona, is a pre-k through eighth-grade coeducational institution enrolling approximately 550 students. Situated 10 minutes from downtown in the north-central area of Phoenix, the campus is in an attractive residential area along beautiful tree-shaded streets. The 17-acre campus is shared with All Saints' Episcopal Church.

All Saints' Episcopal Day School is well-known for its academic excellence, character cultivation, and strong community. It has nurtured the hearts and minds of students since 1963. The School expects and promotes the individual's active commitment to integrity, learning, and academic excellence. The challenging curriculum and close-knit, caring community reflect the traditional Episcopalian appreciation of cultural, racial, socioeconomic, and religious diversity. All Saints' Episcopal Day School is open and inclusive of all religious traditions and embraces diversity as a value to be sought, including in its employment practices.

All Saints' is accredited by the Independent Schools Association of the Southwest and holds membership in the National Association of Independent Schools, the Arizona Association of Independent Schools, the National Association of Episcopal Schools, and the Southwestern Association of Episcopal Schools. All Saints' Episcopal Day School is an Equal Opportunity Employer.