**Position Type:** Full-time, 12-month position beginning May 2024

**Education Level:** Bachelor’s degree required

**Job Description and Qualifications**  
The Human Resources/Accounting Assistant is responsible for assisting with the hiring of all employees, and the payroll and benefits for all employees. This person also is responsible for tracking all tuition/fee payments, overseeing the financial aid process, and assisting the business office with basic accounting needs.

**Responsibilities:**

*Human Resources*

• Obtain required documents for and enter all required information for new hires

• Conduct monthly payroll using Quickbooks

• Obtain tax forms and direct deposit forms for all new hires

• Set up fingerprinting for all new employees

• Keep track of benefits selected for all employees- medical, dental, vision, life insurance, and TIAA

• Distribute employee contracts

• Oversee timesheets for hourly employees

• Oversee open enrollment process each August

• Submit monthly contributions to TIAA

• Track employee absences

• Keep track of employees on Short Term Disability

• Keep track of all departing employees

*Accounting*

• Enter tuition amounts due

• Track tuition and fee payments and contact parents with outstanding balances

• Make in-house deposits and make deposits to bank

• Oversee financial aid process

• Assist with preparation for yearly audit

• Submit annual insurance report

• Oversee Workers Comp process

• Assist with sorting/distributing mail

**Qualifications:**

* Maintain a professional, polished demeanor
* Experience with human resources and accounting in a school setting
* Detail-oriented with strong organizational, analytical, and planning skills
* Aptitude for the effective use of information systems
* Initiative and independence in carrying out responsibilities
* Demonstrates the ability to handle multiple tasks simultaneously
* Exceptional interpersonal, written, and verbal communications skills required

*Please apply on the school website*: [Christ Episcopal School](https://christepiscopalschool.org/)