



STAFF PERSONNEL POSITION DESCRIPTION

Position:	Human Resource Specialist
Employment Schedule:	12 Month Part-Time
Evaluation:	Annual
Reports to:	Executive Assistant/Human Resource Director
Supervises:	None
Compensation:	Hourly, per experience

Position Purpose: The Human Resource Specialist with a concentration in payroll is responsible for managing all payroll functions and supporting HR activities in alignment with the school's Christian mission and values. This role ensures accurate, timely, and compliant processing of payroll while contributing to the overall human resources needs of the school, including benefits administration, employee records management, and policy implementation.

Essential Duties and Responsibilities:

Payroll Management

- Process payroll for all school employees, including salaried and hourly staff, ensuring accuracy and timeliness.
- Maintain and update payroll records, including changes in employee status, compensation adjustments, and deductions.
- Handle all payroll tax reporting, including federal, state, and local tax filings.
- Ensure compliance with applicable payroll laws and school policies.
- Address payroll-related inquiries and resolve discrepancies promptly.

Benefits Administration

- Administer employee benefits programs, including health, dental, life insurance, and retirement plans.
- Assist employees with benefit-related questions and enrollment processes.
- Coordinate open enrollment periods and ensure timely communication with staff.

HR Operations

- Maintain accurate and up-to-date employee records in compliance with legal requirements.
- Assist in recruiting and onboarding new employees, ensuring all required paperwork is completed.
- Implement and maintain HR policies and procedures that align with the school's mission and values.
- Other duties as assigned by the Human Resource Director.

Compliance & Reporting

- Prepare and submit payroll-related reports and documentation to internal and external stakeholders.
- Ensure compliance with labor laws, school policies, and Christian ethical standards in all HR practices.
- Assist in auditing and reporting processes for payroll, benefits, and other HR functions.

Employee Relations

- Provide support to staff on HR-related concerns, promoting a positive work environment that reflects the school's Christian culture.
- Assist in resolving employee issues, maintaining confidentiality, and upholding the school's values.

Spiritual Qualifications

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity.
- Accept & support Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values.
- A deep commitment to, and personal understanding of, the principles of a Christian education.

Position Qualifications:

- Bachelor's degree in Human Resources, Business Administration, Accounting, or a related field.
- Minimum of 2-3 years of experience in payroll processing and human resources, preferably in an educational or non-profit environment.
- Strong understanding of payroll laws, tax regulations, and benefit administration.
- Proficiency in payroll software and Microsoft Office Suite (Excel, Word, etc.).
- Excellent organizational and communication skills.
- High attention to detail and ability to handle sensitive information confidentially.

Physical Demands:

- Must be able to sit and/or stand for long periods of time