



## **HUMAN RESOURCES MANAGER**

### **POSITION**

Do you enjoy interacting with a variety of people? Have great organizational skills and are detail-attentive? If so, we would love to have you join the Saint Thomas Academy community as a Human Resources Manager. This is a full-time, exempt position reporting to the Director of Business Affairs. The qualified candidate will be willing to embrace the mission of Saint Thomas Academy.

### **JOB DESCRIPTION**

The Human Resources Manager is responsible for the overall administration of personnel and benefits administration, talent acquisition, employee relations, compliance, and payroll.

### **REPRESENTATIVE RESPONSIBILITIES:**

- Payroll
  - Process semi-monthly payroll for all employees; including reviewing and importing hours from time and attendance system, administer regulatory requirements, ie. Garnishments, tax levies, and support orders, and other adjustments as necessary
  - Ensure all earnings and deductions are up-to-date and correct
  - Add new hires to payroll system and provide training on how to access and utilize system
  - Maintain employee payroll records
  - Evaluate and implement payroll/HRIS systems upgrades and changes
  - Process general ledger entries related to payroll items
- Staffing
  - Proactively support the staffing needs of the school
  - Develop and implement recruitment and staffing strategies to attract, retain, and engage an effective and committed workforce
  - Lead external recruitment efforts such as job postings, ads, websites, etc.
  - Serve as liaison between hiring managers and applicants
  - Be first point of contact for all potential new hires
- Benefits and Retirement Administration
  - Coordinate day-to-day administration of group benefit and retirement programs and ensure processes comply with regulations

- Process benefit changes such as new enrollments, employee changes, terminations, etc. in coordination with benefit vendors
- Plan and administer annual open enrollment period. This includes preparation and distribution of materials, conduct meetings or arrange for representation of benefit consultants, and process changes within deadlines.
- Work with Controller for year end audits (payroll, Workers Comp, etc.)
- Address benefit inquiries to ensure timely and accurate resolutions
- Audit monthly billings from providers and resolve discrepancies
- Administer claims for short-term disability, be liaison for long-term disability/life insurance claims
- Administer and manage Cobra enrollments
- Provide analytical and technical support in deliver and administration of group benefit and retirement programs
- Serve as point of contact for plan vendors, third-party administrators, and consultants
- Initiate ongoing improvements to existing programs and processes
- Employee Relations
  - Work with Administration to provide support and recommendations regarding personnel policies, procedures, and personnel issues/actions
  - Assist managers with identifying, evaluating, and resolving employee relation issues
  - Work with Administration and Employment Law Attorney when reduction in force or terminations are being considered or implemented
  - Keep Employee Handbook updated and ensure policies and procedures are followed
  - Ensure annual performance reviews are initiated and completed for all employees
  - Actively participate in team building, foster a work environment of community, Equity, Diversity, and Inclusion, and fiscal responsibility
- HRIS Administration
  - Maintain employee personnel files, records, and other documentation for employees, including processing new employees and forms for employment status changes
  - Maintain the integrity and security of human resource and personnel data and records, in compliance with retention and data privacy laws and regulations
  - Ensure compliance with all personnel policies, regulations, and statutes
  - Assure timely and accurate submission for all required filings and reporting of data to state, federal, and third-party administrators, including EEO1, annual non-discrimination testing for benefit plans, as well as other special reports as requested
  - Manage the termination process to ensure proper procedures are completed
  - Ensure timely completion of employment verifications and information requests

Other duties as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the representative responsibilities

#### JOB QUALIFICATIONS:

- Bachelor's Degree
- Minimum of 3-5 years of experience in human resources management
- Knowledge of general office software, including Microsoft word, excel, and use of databases
- Knowledge of payroll software, Paycom preferred
- Familiarity with G-Suite platforms a plus, Gmail, Google Documents, etc.
- Experience in a non-profit organization or independent school preferred

#### GENERAL RESPONSIBILITIES:

- Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. While it is not required in this position for the employee to be a member of the Roman Catholic Church, it is expected that all employees will respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practices of employees not of the Roman Catholic faith will similarly be provided.
- In support of the mission and goals of Saint Thomas Academy, employees will follow all school policies and procedures.
- All employees will support Saint Thomas Academy and the St. Paul/Minneapolis Archdiocese's mission and goals by actively articulating them to the Academy's constituents and the wider community.

#### BENEFITS OFFERED:

- 15 vacation days and 6 sick days (both increase with tenure), 14 paid holidays, and 1 personal day
- Four health insurance plan options, including HSA plans with employer contribution, for individuals and families, along with dental, vision, and FSA plans.
- 403(b) and Roth Retirement Savings Plans with up to a 7.25% employer-match after 6 months
- Other benefits include:
  - Employer paid short-term disability and Life/AD&D insurance and employee paid long-term disability
  - Tuition Remission
  - Employee Assistance Program
  - Voluntary Life/AD&D
  - Voluntary Add-on insurance - Critical Illness, Accident, and Hospital

**Further Instructions:**

Qualified candidates should send a cover letter, resume and references to:

Pamela Kunkel, Director of Business Affairs, [pkunkel@cadets.com](mailto:pkunkel@cadets.com)

and

Deborah Berglund, HR Manager, [dberglund@cadets.com](mailto:dberglund@cadets.com)

or mail to 949 Mendota Heights Road, Mendota Heights, MN 55120

Position will remain open until filled