



Prestonwood Christian Academy

Job Description

Position: **Human Resource Manager**
Classification: **Exempt**

Reports to: **(X) Sr. Director of Business Administration**

Mission: To assist Christian parents by helping equip students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

HR Duties and Responsibilities:

- Maintains, updates, develops and administers personnel policies
- Maintains employee personnel files in accordance with compliance requirements
- Represents PCA and employees in personnel related issues
- Assists employees regarding worker's compensation and unemployment claims
- Develops and maintains employee job descriptions and job postings
- Prepares offers of employment and obtains required documents upon acceptance
- Leads onboarding process for new personnel
- Leads annual personnel contract process
- Promotes, ensures eligibility and maintains employee benefit options and wellness package
- Performs market comparisons on various HR and payroll benefits
- Performs related duties as assigned in a professional manner, within given time frames
- Presents one's self in a professional manner to not discredit upon themselves or the school
- Ensures compliance with the American with Disabilities Act (504) and Family Medical Leave Act
- Understands, complies with and promotes the Affirmative Action/Equal Opportunity Policy, Drug and Alcohol-Free Workplace Policy, Confidentiality of Information Policy, Safety Plan, Personnel Policies and Affordable Care Act

Payroll Duties and Responsibilities:

- Manages Human Resource Assistant
- Oversees the semi-monthly processing of payroll, related records and reports
- Reviews payroll for correct earnings, pay rates, deductions, retirements, accounting codes and related data
- Monitors and records changes in payroll-related data and corrections
- Responds to questions from employees regarding issues related to pay and benefits
- Processes the payroll-related expenses (payroll taxes, retirement, FSA, insurance premiums, etc.)
- Maintains complete employee attendance and payroll records
- Prepares annual EEO-1 and EEO-2 reports
- Ensures timely and accurate filing of all related payroll tax forms including quarterly 941 reports, quarterly Texas Workforce Commission Reports, annual W-2 and 1095-C's from payroll service and resolve any issues

Qualifications:

- Bachelor's Degree in Human Resources, Business Administration or related field or equivalent combination preferred
- PHR/SPHR certification is desirable
- Minimum of 5 years' experience in HR and 5 years in supervisory position
- Current knowledge and skills in the following: payroll, benefits, staffing support, and compliance, including affirmative action, and US employment laws and regulations
- Exceptional verbal, written communication and computer skills
- Expertise in HR policies and procedures
- Strong proficiency with MS Office applications including Word, Excel, Outlook
- Previous experience working with ADP Workforce now or comparable HRIS preferred
- Must be organized and detail oriented
- Demonstrates a sense of urgency, ability to meet deadlines, and ability to prioritize
- Professionally handles highly confidential information and issues
- Ability to learn, implement new procedures and techniques in all areas of personnel and labor relations
- Excellent interpersonal, communication, public relations, and interviewing skills
- High degree of organizational and time/people management ability required
- Ability to work under minimal supervision and accept responsibility for plans of action

Physical, Environmental and Mental Requirements:

- Regularly sitting at the computer requiring repetitive finger motion and manual dexterity
- Ability to manage multiple coinciding projects
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing – ability to perceive sounds at normal speaking levels with or without correction
- Talking – expressing ideas by means of the spoken word to convey instructions
- Ability to communicate effectively, even in stressful situations
- Professional appearance and dress required, as this person is often the first impression of PCA for applicants; new employees
- Primarily inside, office environment
- Occasional lifting of 5 to 25 pounds