



## **Manager of Human Resources**

At Stevens Cooperative School, we imagine a world with well-informed, engaged citizens who are motivated to make a difference. In partnership with our diverse faculty, staff, families and the greater community, Stevens Cooperative School students explore, question and communicate in ways that will inspire and shape the future.

Reporting to the Chief Financial Officer, the Manager of Human Resources provides leadership and guidance on all HR related matters including the following:

### **Employee Relations**

- Maintain Faculty and Staff Handbook and recommend changes to the Leadership Team.
- Ensure compliance with federal and state statutes/laws such as FMLA, ADA, Sexual Harassment, OSHA, Worker's Compensation, Title VII, and ERISA.
- Stays abreast of policy developments, national, state and local labor law and best practices in independent schools.
- Manage new employee onboarding and separation process
- Aide Chief Financial Officer with compensation management
- Support Leadership Team with annual headcount and budgeting
- Collaborate with Leadership Team on a variety of HR initiatives, including but not limited to, governance and policy changes, diversity & inclusion, change management

- Coordinate all employee leave, and ensure compliance with all applicable statutes/regulations (FMLA, NJFMLA, NJFLI)
- Manage employee training programs, including Sexual Harassment Prevention, Mandatory Reporting, and other required programs.

### **Payroll**

- Administer semi-monthly payroll including processing timesheets for hourly employees, compilation of 403(b) contributions, issues related to payroll tax withholding, COBRA, FMLA, 3rd party disability, garnishments and unemployment.
- Maintain HR system/payroll database with earning updates, status changes, tax withholdings and benefit deductions.
- Prepare and distribute of all year-end tax reports including W-2's, 1099's, ACA 1095's, etc.

### **Benefits Administration**

- Manage employee benefit programs (Health, Dental, 403(b) Retirement Plan, STD, LTD, Life/AD&D and COBRA), including all employee communication, problem solving, claims resolution and annual open enrollment.
- Coordinate 403(b) retirement program including employee enrollment, changes, loans, and terminations. Work closely with independent auditors to complete the annual plan audit and Form 5500 submission.
- Ensure benefits plans comply with applicable laws/statutes (HIPPA, ERISA and IRS guidelines).
- Prepare/edit Summary Plan Descriptions as needed for plan changes and legal compliance.
- Schedule, prepare and gather information for the annual workers compensation insurance audit.
- Regularly review human resource controls and filing compliance with CFO. Undertake any compliance related tasks necessary to keep employee files up to date, and to securely archive inactive records.

***Job Qualifications:***

- BS Degree in Human Resources, Business Administration or related field and/or relevant experience working in the finance office of an independent school.
- Minimum seven years of experience in payroll management and processing, benefits administration, and human resource management.
- High proficiency with technology including Excel, Word, and ADP payroll software.
- Ability to communicate and work effectively in a service-oriented manner with all members of the school community.
- High level of interpersonal skills to handle sensitive and confidential situations and information.
- Ability to maintain all employee information with absolute confidentiality.

**To Apply:**

The Manager of Human Resources position starts immediately and candidates should email a cover letter and resume to Nicholas Cacciola, Chief Financial Officer, at [nicholas.cacciola@stevenscoop.org](mailto:nicholas.cacciola@stevenscoop.org) including Manager of Human Resources in the subject line.

***Stevens Cooperative School is fully committed to a culturally diverse faculty and staff body and is eager to consider applications from traditionally underrepresented groups.***