



## Payroll and Benefits Manager

### 20-30 Hours Week/Flexible

#### Job Responsibilities:

- Ensures accurate and timely processing of HRIS payroll updates including new hires/onboarding, terminations, and changes to pay rates.
- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Coordinate benefits processing. Handle enrollments, COBRA, terminations, changes, beneficiaries, disability, WC claims, VOEs etc.
- Oversee maintenance of employee benefits files, and perform monthly benefits reconciliation
- Work closely with internal and external partners (IT, Finance/Accounting) and Benefits Broker to ensure accurate and on-time delivery of benefits programs.
- Maintain employee personnel files per compliance standards.
- Support the COO in the definition and distribution of the annual employee contracts to CCS employees and other projects as needed.

#### Requirements:

Bachelor's Degree in Accounting or Business Administration or related field or an equivalent combination of education and HR experience

Minimum of 2 years' experience processing in-house payroll required

Experience with Paylocity or similar HRIS preferred

Knowledge and understanding of HR administration and processes (e.g. Onboarding, HIPPA, FMLA, COBRA)

*Please send resume and cover letter to: [humanresources@carychristianschool.org](mailto:humanresources@carychristianschool.org). Cover letters should include what draws you to apply at Cary Christian School, how your faith impacts your daily life, and how your skills and experience could be utilized in this position.*