



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: BENEFITS & HRIS ADMINISTRATOR

Saint Ann's School, an independent, non-sectarian day school enrolling 1090 students in pre-kindergarten through high school, seeks a Benefits Administrator to help support the Human Resources Department. The ideal candidate will possess strong organizational skills and the ability to effectively manage multiple priorities, functions and activities. The Benefits Administrator works closely with the HR and Finance Teams to provide administrative support and guidance in all areas related to benefits and leave administration, HR compliance (EEO1, Form 5500, etc.), Open Enrollment, Union (32BJ) benefit changes & reporting, and HR special projects.

The Benefits Administrator is a full-time, exempt position reporting to the HR Director.

ABOUT SAINT ANN'S SCHOOL

Saint Ann's is among the largest and most selective independent schools in New York City, known for the breadth and depth of its curriculum in academic disciplines and the visual and performing arts. Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth. Recently, Saint Ann's has made a commitment to centering anti-racism in the life of the school.

RESPONSIBILITIES

- Manage comprehensive employee benefits programs for organization
- Serve as primary point person for all employees in regards to benefits eligibility, claims resolution and plan summary explanations
- Collaborate with staff & faculty on the open enrollment process, host information sessions, and make annual recommendations for new and/or updated plans and programs



- Process all leaves of absences and maintain effective tracking systems (WC, FMLA, STD, LTD, Parental Leave & NYPFL)
- Manage all information regarding health and wellness benefits, 403 b plans, and compliance with all issues surrounding benefit plans
- Ensure all employee benefit information is updated in Paycom HRIS
- Responsible for the reconciliation and timely payment of all benefit bills & the preparation of benefit-related reports
- Ensure consistent administration of HR policies and practices within Saint Ann's School, assist staff & faculty in resolving benefit and HR policy issues
- Support the HR Director in developing workflow processes and organizational people & culture objectives
- Maintain data integrity in systems by regularly analyzing data
- High level of organizational skills with attention to detail and deadlines
- Ability to communicate effectively (written and verbal) with all constituents in a school environment
- Handle confidential information with tact and discretion
- Strong proficiency in Google Apps, MS Excel, Asana, and Paycom (or equivalent HRIS)
- Familiarity with Veracross school database system a plus

PERSONAL AND PROFESSIONAL REQUIREMENTS

- Bachelor's degree or equivalent relevant experience in independent schools and/or non-profit organizations a plus. HR certifications preferred (PHR, SHRM-CP)
- Minimum 2+ years demonstrated experience administering employee benefits including knowledge of Medical, Dental, Vision, Life, LTD, STD, Commuter benefits, 403b (including loans, hardship withdrawals), along with HIPAA regulations, ERISA, COBRA, FMLA, ADA, and other federal, state and local statutes
- Strong knowledge of labor laws and regulations
- Practical experience with HRIS administration
- Tech savvy with strong proficiency in Google Apps, MS Excel, Asana
- Strong customer service orientation
- Excellent time-management, and written and verbal communication skills
- Demonstrated ability to resolve problems and follow through on commitments
- High level of initiative and proven ability to work well independently and collaboratively



COMPENSATION

A competitive compensation package, commensurate with level of experience, plus benefits including six weeks paid vacation, Summer Fridays, 403 b with employer contribution, and more. This is an onsite/hybrid position with the flexibility to WFH 2 days per week.

TO APPLY

Interested applicants should send a cover letter that speaks directly to the school's mission (you can learn more about us at <https://saintannsny.org/>) and a resume to BenefitsAdministrator@saintannsny.org. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Deadline to apply 6/30/22. Anticipated start date of 7/5/22 .

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.