



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: HUMAN RESOURCES ANALYST

Saint Ann's School seeks a Human Resources (HR) Analyst to support and maintain multiple applications, generate employment contracts, maintain salary budgets within the database, and assist in the administration of the School's benefits. This position is responsible for the smooth, accurate, and timely flow of data between multiple, linked databases that administer benefits, track leave, process payroll, and maintain organization-wide records. The successful candidate will have strong analytical skills, experience in benefits administration, demonstrated proficiency in learning and managing integrated data systems, and the ability to suggest improvements and act independently to maintain systems in a fast-paced, complex operating environment. Must be extremely organized and able to collaborate across multiple departments and functions.

ABOUT SAINT ANN'S SCHOOL

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 and free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering close to 400, and nearly 1100 students, Saint Ann's is among the largest and most selective independent schools in New York City. 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. Saint Ann's is committed to centering anti-racism in the life of the School. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth.

RESPONSIBILITIES

Database Management

- Manage the School's proprietary Filemaker database, including setup and maintenance of the various modules, entry of employee and contract data, audit of system records for accuracy and completeness, and coordination of the flow of data between multiple databases.



- Provide technical support, troubleshooting, and guidance to database users. Support the standardization of data entry within and among the various databases. Prepare and maintain end-user documentation to facilitate effective use of the system.
- Compile or assist with the compilation of complex data reports, summaries, and logs from multiple databases for compliance reporting, senior executives, external vendors, and staff.

Contract Management

- Enter employment contracts in the School's proprietary Filemaker database.
- Compile the annual salary and benefits budgets and prepare quarterly projections.
- Communicate with relevant stakeholders regarding the status of contracts and related budgets. Prepare reports and analyze budget data as needed.
- Identify any discrepancies in contract data by auditing payroll, scheduling, and other data.

Benefits Administration

- Analyze employee benefit data for errors, including invoices, payroll withholding data, and other benefit information. Communicate with carriers, vendors, and the Finance Office to resolve any discrepancies.
- Manage leave tracking systems, including the transfer of data between multiple databases.
- Compile data for compliance testing and benefits audits.
- Assist the Human Resources Manager/Benefits Administrator with open enrollment on an annual basis.

Other responsibilities as assigned by the Chief Financial Officer.

PERSONAL AND PROFESSIONAL REQUIREMENTS

- Handle confidential information with the highest level of discretion and integrity.
- Bachelor's degree in Information Technology, Human Resources, Business Administration or related field strongly preferred.
- At least three years of proven experience as an HR Analyst or in a similar role, with a strong focus on data analysis and data management.
- Proficiency with Excel required.
- Demonstrated ability to communicate and collaborate in a diverse and fast-paced workplace.
- Ability to manage time effectively.
- Exceptional interpersonal skills, organization skills, and attention to detail.



- Commitment to meet deadlines, manage workflow, anticipate challenges, and find creative solutions.
- Experience in independent schools or a non-profit environment is a plus.

COMPENSATION

This is a full time non-exempt administrative position with a competitive compensation package including benefits. Salary range of \$60,000 - \$85,000, commensurate with education and experience.

TO APPLY

Interested candidates should email their cover letter and resume to [this link](#). Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Position is open until filled. Anticipated start date of ASAP.

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School hires employees 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 employees 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.