

Old Trail School

Old Trail School is a co-educational, nationally recognized, Toddler through Grade 8 independent school located in the Cuyahoga Valley National Park. The School offers a personal, nurturing, and challenging program to students and families in a five-county region that emphasizes excellence in academics, athletics, and the arts. As the only independent school in the United States inside of a national park, Old Trail values its commitment to sustainability and environmental stewardship. OTS students, faculty and staff live by the Core Values of Respect, Responsibility, Goodness, and Service.

Old Trail School is an Equal Opportunity Employer and all employment decisions are made without regard to religion, gender, race, color, national or ethnic origin, marital status, sexual orientation, physical challenge, or veteran status. This policy extends to all aspects of recruiting, hiring, promotion, training, compensation, and benefits.

If you have questions or a grievance related to this policy, please contact Sarah Johnston, Head of School, at 330.666.1118 or mail to: Old Trail School, 2315 Ira Road, P.O. Box 827, Bath, Ohio 44210-0827.

POSITION: PAYROLL & HR COORDINATOR

START DATE: IMMEDIATE OPENING

REPORTS TO: CHIEF FINANCIAL OFFICER/CONTROLLER

CLASSIFICATION: FULL-TIME, NON-EXEMPT; SALARIED WITH BENEFITS

COMPENSATION: COMPETITIVE WITH AREA INDEPENDENT SCHOOLS

Payroll (70%)

- Semi-monthly processing of payroll using ADP payroll service
- Maintain payroll deductions for benefits and taxes
- Collection of timesheets for non-exempt employees
- Managing the electronic timekeeping application and approving/tracking time off
- Maintain personnel records in accordance with HR privacy laws
- Manage personnel data for government reporting
- Verification of benefit invoices and remittances as it relates to payroll
- Prepare post payroll journal entries for Controller
- Prepare retirement remittance following each payroll

Human Resources Functions: (15%)

- New and existing employee health benefits administration
- Manage Cobra information (enter annual rates, send packets to terminated employees)
- Research and remain up to date w/ new legislation as it pertains to employment/labor law

- Serve as a resource for employees on HR matters and conduct confidential meetings with employees as necessary
- Assists in conducting investigations, as needed
- Responsible for the full electronic onboarding cycle for new employees
- Responsible for annual upkeep of the Employee Handbook
- Maintain accurate employee service records
- Assist with the coordination of annual staff performance reviews
- Coordinate CPR certification and background screening renewals

Accounts Payable (15%)

- Oversee automated purchase order system and process purchase order requests
- Timely payment of invoices after approval verification
- Process physical check requests
- Assist in the coordination of finances for school functions and events
- 1099 Reporting, W2 Processing
- Maintain vendor files and electronic documentation
- Reconcile accounts payable to the general ledger
- Responsible for maintaining standard operating procedures for all job functions

Requirements:

- 2+ years of Accounts Payable and Payroll experience
- College degree preferred, coursework in Accounting a plus
- Must have strong work ethic and be detail oriented
- Possess strong organizational and time management skills
- Basic accounting principles knowledge and ability to multi-task
- Ability to communicate effectively
- Ability to interact with employees and vendors in a professional manner
- Ability to work independently and with a team
- Proficient in MS Excel and Word
- ADP WorkforceNow working knowledge a plus
- Veracross/Blackbaud experience a plus

In addition to the primary responsibilities listed above and understanding that not all tasks involved with these responsibilities are itemized, the position is also required to perform any task assigned by the Controller or CFO on an “as needed” basis. The Payroll/Accounts Payable & Human Resources Specialist may recognize the need, on occasion, to assist other personnel in the Business Office or the School, in the performance of their duties. This role will be the primary contact for employees regarding all matters related to compensation and benefits administration. It is expected that they will adhere to strict confidentiality, show initiative in problem solving, be of assistance to visitors to the Business Office, and contribute to the Business Office team and Old Trail School in a positive and proactive manner.

All applications should include a cover letter and resume. Please [Click Here](#) to Apply.