Available Position: Business Office and Human Resources Associate

Department: Business Office

Reports to: Director of Finance

FLSA Classification: Non-Exempt (Hourly)

Full/Part-time: Full-time (12 months)

Date Posted: August 3, 2020

Start Date: Immediately

About The Hockaday School:

The Hockaday School is an independent, college preparatory day and boarding school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of almost 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the great Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

The Hockaday School is an extraordinary place to work, with bright and engaged students and unparalleled professional development opportunities and support.

Position Description:

Hockaday is seeking an experienced Business Office and Human Resources Associate to further the mission of the school by providing comprehensive support for day-to-day human resources operations, including processing payroll and employee benefits activities and assisting the Human Resources Manager with employee onboarding and various other human resources matters. Additionally, this position will support the Business Office by performing various accounting and financial functions to assist the Director of Finance.
Essential Functions:

- Processing monthly and biweekly payroll and related records
- Monitoring and analyzing variances in payroll data; resolving any issues or errors
- Liaising closely with faculty and staff to provide effective communication and prompt responses to questions regarding payroll and employee benefits
- Processing time sheets and time clocks and following up with any delinquent reporting
- Preparing and distributing payroll checks and reports
- Assisting the Human Resources manager with employee benefits enrollment, including annual open enrollment, new hire enrollment, and benefits changes due to qualifying life events
- Reconciling payroll accounts on a monthly basis, summarizing deductions and withholdings for journal entries, and researching and responding to budget variances and/or reconciling item inquiries
- Maintaining secure confidential human resource related files and records, handling written, oral, and electronic information in a confidential manner
- Scanning, indexing and electronically filing personnel and other confidential records
- Assisting the Division Heads, Department Directors, or other hiring managers by coordinating and overseeing the new employee onboarding and orientation processes to ensure a smooth and supportive transition for all incoming employees
- Processing Verification of Employment (VOE) paperwork for employees in a timely manner
- Assisting the Human Resources Manager and Director of Finance with special projects, as required
- Monthly reconciliation of bank accounts, investigating and resolving all discrepancies
- Monthly reconciliation of credit and debit card accounts, including collecting and vouching supporting documentation (e.g., receipts) and ensuring compliance with school purchasing policies
- Processing employee reimbursement and travel expense reports, ensuring compliance with school purchasing policies
- Abiding by Hockaday’s Code of Ethics and Conduct
- Committing to the ideals expressed in Hockaday’s Tenets of Staff Excellence
- Other duties as assigned

Qualifications/Experience:

- Bachelor’s degree in Human Resources, Business Administration, or another business-related field
- At least two years of experience processing payroll; prior experience with employee benefits processing is preferred
- Working knowledge of human resources principals, procedures and practices and up-to-date knowledge of employment law
• Advanced understanding and ability to use computers and technology including Microsoft Windows and Office products (e.g. advanced Microsoft Excel user) and basic office equipment and prior experience with ExponentHR or a similar Human Resources Information System
• Well-developed interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in a school environment (e.g., students, co-workers, parents, alumnae, volunteers, trustees, the public) and maintain any and all sensitive information in a strict confidential manner
• Adaptability, honesty, self-reliance, teamwork, dependability, flexibility, willingness to listen and learn, work ethic, determination, persistence, problem-solving skills, loyalty, a sense of humor, and congeniality are essential
• Must successfully complete background screening and verification

Physical Requirements and Work Environment:

• Regularly works in standard office conditions and climate
• Regularly uses close and distance vision; works at a computer screen for extended periods of time
• Occasionally required to move around the office; works at a desk for extended periods of time
• Ability to occasionally move items weighing up to 30 lbs. across the office or campus
• Regularly works in a stressful environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts; stamina to maintain attention to detail despite interruptions
• Ability to periodically (and seasonally) work flexible hours to meet deadlines

Application Requirements:

Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status or other applicable protected classification.