



**Company Profile:**

Montverde Academy is a coeducational independent school that serves grades Pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 90 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

**Job Title:**

Payroll and Benefits Specialist

**Reports To:**

Human Resources Manager

**Job Description:** The Payroll and Benefits Specialist will perform and lead all activities necessary to process payroll each cycle including maintaining related records and tax reports and ensuring compliance with all applicable payroll laws and regulations. The Payroll and Benefits Specialist assumes duties and responsibilities as directed and supervised by the HRM and Business Office Manager/Comptroller. These responsibilities include, but are not necessarily limited to, the following areas listed below.

**Responsibilities:**

- The Payroll and Benefits Specialist will perform and lead all activities necessary to process payroll each cycle including maintaining related records and tax reports and ensuring compliance with all applicable payroll laws and regulations
- Perform tasks to establish and maintain employee payroll records including current employee data changes into the system such as tax status, W-4, banking, and other miscellaneous changes
- Accurate and timely payroll processing for biweekly and monthly pay frequencies
- Accurate and timely processing of involuntary deductions and act as point of contact for organization
- Ensure compliance with all tax regulations and organization policies and assist with preparation of payroll reports, quarterly tax reporting, and annual tax reporting
- Responsible for ensuring all timecards have been approved to process payroll timely, makes adjustment to employee timecards and validate as needed
- Research, troubleshoot and respond to a wide range of inquiries related to payroll and benefits
- Work with Business Office Manager/Comptroller to ensure benefits are billed appropriately
- Provide customer service to all levels of employees based on wages and benefits
- Lead and perform various payroll audits, including retirement, Worker's Compensation, and annual financial
- Prepare GL accounting entries for entry into accounting system based on wages and benefits
- Maintains payroll systems with pay policy changes, department changes, upgrades, troubleshooting, procedures, etc and keeps up to date on payroll tax changes, IRS rulings and policies & procedures
- Prepare audit work papers, annual payroll surveys and other monthly/periodic/annual reports as assigned
- Work with state agencies including establishing, when necessary, state accounts to ensure timely filing and payment of all payroll returns
- Any additional duties as assigned by the Business Office Manager, DFO, or Head of School

**Qualifications and Skills:**

- Associates Degree or Payroll Certification required. Bachelor's Degree in Accounting, Finance, Business, or a related field preferred
- Two years of UKG and/or Veracross experience preferred
- Fluent in Spanish preferred
- In depth knowledge of Workers Compensation audit process and participating in the audit
- Working experience with FMLA, and Short and Long-Term Disability, Workers Compensation, ADA, Personal LOA's, Military, and Reasonable Accommodation requests
- Experience in an academic setting is preferred
- Strong oral and written communication skills
- The ability to work with and communicate with a diverse population of constituents
- The ability to work with colleagues and student workers
- The ability to provide clerical support
- The ability to assemble, organize, and prepare data for records and reports
- Strongly proficient in Microsoft Office including Outlook, Word, and Excel

- Strong organizational skills with the ability to maintain accurate records
- The ability to maintain strict confidentiality when it comes to school business
- The willingness to learn new skills appropriate for the position
- The ability to work in a dynamic environment dealing with a wide variety of challenges
- The ability to work under pressure while holding one's composure
- The ability to accomplish assigned tasks with specified deadlines
- Follow directions in a timely fashion

**Physical Requirements:**

- Will be required to sit for extended periods of time operating a computer
- Must be able to access and navigate each department at the Academy's facilities
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell
- Office environment has intermittent noise, normal in nature
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus