

Human Resources Specialist

The School: Founded in 1911, Columbus Academy is a PreK-12 coeducational college preparatory day school of over a thousand students located on a 231-acre campus ten miles from downtown Columbus, Ohio. Student programs are organized into three divisions: Lower School (PreK-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a full-time Human Resources Specialist with responsibilities to begin immediately. This professional, exempt position in our Business Office is year-round, eight hours each weekday, and reports to the Chief Financial Officer. In addition to other benefits, four weeks of vacation are provided outside of the months of July and August and are to be scheduled with the Chief Financial Officer.

Qualifications (preferred candidates will possess the following qualifications):

- A four-year accredited college degree required with a human resources emphasis in addition to fundamental accounting coursework
- A minimum of five years experience in human resources including benefits coordination
- A fundamental understanding of the basics of accounting and benefits invoice processing
- Payroll processing experience required, ADP payroll processing experience preferred
- Experience with payroll and benefits in the nonprofit or private education sector preferred
- Experience with 403(b) retirement plan oversight and regulatory compliance desired
- A working knowledge of federal, state and local employer regulations in the areas of COBRA, FMLA, CMS, workers compensation, EEO, ACA, HSAs, FSAs, and Ohio Job and Family Services mandates
- Proficiency in Microsoft Word and in Excel spreadsheets
- Strong quantitative and mathematics skills required
- A friendly, supportive manner with a strong work ethic

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Coordinate all aspects of employee salary, retirement and insurance benefits administration including annual appointment letters and benefit statements preparation, employee group insurance plan renewals, employee benefits enrollment, reporting, regulatory compliance, employee benefits questions, insurance carrier communications, benefit invoices processing, benefit accounts monthly reconciliation, and plan website or data file updates
- Perform employee background checks, conduct new hire payroll and benefits onboarding with associated paperwork, and provide ADP payroll processing back-up
- Assist the CFO and Controller with other Business Office tasks as necessary

Physical Conditions (candidates must be able to manage the following conditions):

- A busy office environment where multi-tasking is the norm, where conscientious and detailed attention to the work is necessary to minimize errors, and where a cooperative, flexible attitude is required
- Meeting deadlines on a routine basis and working additional hours during busy periods
- Frequent employee and general school community questions that require prompt and friendly responses
- A non-smoking campus environment

Legal Requirements: All Columbus Academy employees must pass required criminal records checks and appropriate background checks, including proof of academic credentials.

To Apply: Interested candidates should send cover letter, resume and supporting materials to: Melissa Soderberg, Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or headofschool@columbusacademy.org.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.