

## **Human Resources Benefits Specialist**

**The School:** Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over a thousand students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-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 Benefits Specialist reporting to the Chief Financial Officer. This professional, exempt position in our Business Office is year-round, normally eight hours each weekday. In addition to other benefits, four weeks of vacation are provided excluding the months of July and August.

**Qualifications** (preferred candidates will possess the following qualifications):

- A four-year bachelor's degree or equivalent in human resources or business administration which includes accounting coursework
- A minimum of three years experience in human resources, including benefits coordination, in the nonprofit or educational sector preferred
- A fundamental understanding of accounting and benefits invoice processing
- Payroll processing experience, ADP payroll processing experience preferred
- Experience with retirement plan oversight and compliance, 403(b) experience preferred
- A working knowledge of federal, state and local employer regulations (COBRA, FMLA, CMS, WC, EEO, ACA, HSAs, FSAs, and Ohio Job and Family Services mandates)
- Proficiency in Microsoft Word and in Excel spreadsheets
- Strong organization, computer, quantitative and mathematics skills required

**Position Expectations** (the individual selected to this position will be expected to carry out the following responsibilities related to numerous aspects of employee salary, retirement and insurance benefits including – but not limited to – the following):

- Prepare, check and distribute annual appointment letters and benefit statements
- Assist with coordinating the benefits open enrollment process including review of group insurance plan renewal options with the CFO, the Controller and third-party insurance benefit brokers
- Communicate with employees – and confidentially respond to their questions – on details of benefit offerings during open enrollment and throughout the year
- Process all employee benefit enrollments, changes and terminations to include communication of these changes with insurance carriers by various methods like plan website or data file updates
- Provide payroll with bi-weekly benefits adjustments, and back up ADP payroll processing as necessary

**Position Expectations** (continued):

- Reconcile and audit health and supplemental benefit insurance vendor invoices to ensure accurate and timely payments, credits and adjustments
- Conduct new hire payroll and benefits onboarding, making sure that new hire files are complete and all policy-related and legal forms are signed
- Issue FMLA and COBRA notifications as required, and communicate COBRA qualifying information to the third-party vendor
- Prepare necessary reports for regulatory compliance including in the areas of the school's 403(b) retirement plan, unemployment compensation, workers compensation and the EEOC
- In conjunction with the CFO and Controller, update Columbus Academy policies and procedures as needed
- Annually audit and update required employment posters to ensure compliance with local, state and federal regulations, and assist with the update of all hard-copy and electronic postings as needed
- 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, where a strong commitment to confidentiality is required, and where a cooperative, flexible attitude is needed
- 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](mailto: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.