

FULL-TIME PAYROLL/HR BENEFITS SPECIALIST
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Chief Financial Officer

LOUISVILLE COLLEGIATE SCHOOL:

Louisville Collegiate School, founded in 1915, is an independent day school in the historic Highlands in Louisville, Kentucky. Enrollment typically approaches 800 students, in grades Junior Kindergarten through twelve. The school employs approximately 160 people and operates on an \$18M budget.

PRIMARY RESPONSIBILITIES:

The Full-time Payroll/HR Benefit Specialist oversees the day-to-day management of payroll and benefits and ensures the accurate and timely processing of the school's payroll and the administration of employee benefits for all faculty and staff. This role makes certain that employees are compensated accurately, that benefits are administered efficiently, and that all payroll and benefits practices remain compliant with federal, state, and local regulations. This individual will work with multiple systems, including the general ledger accounting system, payroll system, and various benefit platforms. This individual in close partnership with the CFO to maintain a structured and timely payroll process as well as employee onboarding protocols. More specifically, within their ongoing responsibilities, the Full-time Payroll/HR Benefit Specialist:

- Oversees, with the CFO, all activities for payroll; employee benefits, including insurance and retirement plans; employee onboarding, including I-9's; and contract management.
- Processes semi-monthly payroll for all faculty and staff.
- Manages open enrollment process and employee benefit communications
- Maintains payroll records, including salary adjustments, stipends, coaching, and substitute pay
- Ensures proper deductions for taxes, retirement contributions, and benefits.
- Reconciles payroll reports and general ledger accounts
- Serves as liaison between employees and benefit providers
- Manages year-end payroll processes, including W-2 preparation
- Tracks eligibility, enrollments, terminations, FMLA, and COBRA notifications
- Ensures compliance with employment laws and school policies
- Coordinates needed information for the annual financial audit and acts as the primary liaison with the external auditors regarding payroll and benefit items
- Assists the CFO in overseeing the annual 403(b) audit, supplying documentation and requests for information for completion of the 5500 filing

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

The Full-time Payroll/HR Benefits Specialist will be a dynamic and efficient member of the Business Office, implementing the optimal level of processes, structure, and controls for the organization.

- Five years of payroll, accounting, and benefit management experience, preferably in a non-profit or educational institution
- Bachelor's degree in HR Management, Business Administration, or a similar field with a concentration in accounting or human resources
- Proficiency in payroll and HRIS systems, as well as retirement and benefit platforms
- The ability to analyze financial data, prepare journal entries, and reconcile benefits to the general ledger
- Excellent verbal and written communication skills and strong interpersonal skills
- Exceptional attention to detail and accuracy
- Ability to multitask and prioritize work while meeting multiple and competing deadlines
- Strong work ethic, capable of maintaining discretion and confidentiality
- Strong financial systems skills are required, including Microsoft Office (Excel) and Google Workspace

ADDITIONAL RESPONSIBILITIES AS REQUIRED:

- Assist with miscellaneous tasks as assigned by the CFO
- Support the school, its mission, and its leadership
- Perform other duties as assigned by the Head of School

March 2026