Moore College of Art and Design
Job Posting

Status: Exempt

Position: Director of Human Resources

Reports to: Senior Vice President of Finance and Administration

Benefits: Moore College of Art & Design offers a time off package consisting of 41 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

Purpose: To manage the human resources and payroll functions to ensure compliance with local, state and federal employment, wage, tax and labor laws, maximize employee relations efforts.

Requirements:

- Bachelor's degree with a major in human resources or a related field is required. An equivalent combination of education and experience may be considered.
- Three or more years of human resource generalist experience are required. Work experience in a not-for-profit setting is preferred.
- Two or more years of payroll experience are required ADP a plus.
- Extensive customer service experience and the ability to communicate effectively with diverse constituencies.
- Ability to develop, implement and manage human resources systems, policies and procedures.
- Ability to work as part of a team.

Responsibilities:

a) Manage personnel records:
    a) Ensure completeness and timeliness of new employee paperwork.
    b) Maintain complete and accurate (non-faculty) employee files.
    c) Maintain salary and benefits files for faculty employees.
    d) Set up and update employee records on payroll software system, including salary, benefits, and personal information.
    e) Maintain complete and accurate census data for all benefit programs.
    f) Maintain employee leave records (vacation, personal days, sick days, etc.)

b) Serve as benefits administrator:
    a) Work closely with benefits consultant to identify and recommend benefits providers.
    b) Develop and maintain relationships with representatives at all benefits providers; serve as liaison between employees and providers as necessary.
    c) Develop and maintain detailed knowledge of all benefit package components; keep employees informed of changes as necessary.
    d) Serve on the Benefits Committee to monitor retirement and benefit options as appropriate.

c) Develop and conduct new employee orientation:
    a) Design material to effectively communicate the benefits package and policies and procedures to new employees.

b) Conduct individual or group meetings to communicate the benefits package and policies and procedures to new employees.

d) Oversee the Staff Handbook:
   a) Ensure that policies and procedures are in compliance with local, state and federal regulations and reflect the mission of the College; revise and/or draft policies as necessary.
   b) Update the handbook to reflect changes in policies and procedures.
   c) Conduct group meetings to communicate policies and procedures to employees.
   d) Design materials to supplement the Staff Handbook and effectively communicate highlighted policies and procedures for employees.

e) Payroll Administrator:
   a) Keeps abreast of the payroll processing system and changes in wage and tax laws, and corresponds with state and local tax agencies. Solves problems concerning payroll, answers inquiries, and enforces payroll policies.
   b) Communicates with departments regarding payroll data. Receives, interprets and properly codes payroll documentation requesting to pay employees for services performed. Accurately keys all payroll-related data necessary to process and meet payroll deadlines. Responsible for the payroll distribution and routine payroll functions.
   c) Prepares payroll adjustments due to incorrect or late transactions. Checks, verifies and reconciles payroll controls in preparation for calculation.
   d) Review and verify hours on model timesheets. Submit model payroll to Accounts Payables.
   e) Scan and save all payroll registers and quarterly reports to the network.

f) Assist the Controller:
   a) Manages the bank reconciliation process: conducts the reconciliation on accounts monthly; initiates all correcting journal entries.
   b) Assist with other accounting functions as needed.

g) Manage and Enforce a Staff Union Contract
   a) Administer and interpret the CBA to ensure consistency in application and compliance.
   b) Advise supervisors and managers on contractual obligations regarding employee relations issues and appropriate contract administration.
   c) Represent Management during the grievance process.
   d) Participate in Labor-Management negotiations/meetings.

Other duties and projects as assigned.

Physical Demands/Working Conditions:
No physical demands. Office settings. The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

To Apply:
Interested candidates send your resume and cover letter with salary requirements to: Moore College of Art and Design; email: HR@Moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. *To read our full compliance statement please visit:* https://moore.edu/non-discrimination-policy/