

MISS PORTER'S SCHOOL

HR and Accounting Assistant

Title: HR and Accounting Assistant

Department: Business Office

FLSA: Non-exempt

Job Status: Full-time, calendar year position

Reports to: Director of Human Resources

Position Summary:

Payroll Processing & Human Resources Support

- Processes all biweekly and monthly payroll changes through ADP.
- Data entry of new hires onboarding forms and benefits enrollment documentation.
- Process all time batches, benefit time, one time payments and/or deductions, STD/LTD employee payments. Includes the processing of manual and voided checks.
- Reviews payroll reports upon receipt. Maintains all payroll registers and assorted ADP generated reports. Scans all payroll back up.
- Supports the Director of HR by uploading job postings to our website and other job posting sites. Scan, index and archive documents as needed.
- Assists in processing applicant and new hire background check forms.
- Additional payroll duties as assigned.

Accounts Receivable

- Processes student account transactions via Tuition Management, including set up, charges, payments and credits.
- Processes miscellaneous deposits for other funds received by the School by recording all deposits to the general ledger (checks, wires & credit card payments).
- Imports journal entries to record transactions for Alumnae and Development gifts, The Ivy (school store), Daisy Market sales and Auxiliary Programs registration to the general ledger.
- Serves as a point person for communications between the school and families regarding payment for student tuition accounts and enrollment by providing customer service in the office, over the phone and via email.
- Works with Controller on collection of past due student accounts.
- Prepares accounts receivable audit materials and documentation.
- Assists with processing student enrollment contracts for new and returning students.
- Assist in student withdrawal process and insurance claim submission.
- Bills and enrolls students in insurance plans as needed.

MISS PORTER'S SCHOOL

- Bills daycare tuition and works with the Director of the Schoolhouse regarding past due balances.
- Bills for facility rentals and works with the Controller regarding past due balances.

Office Support/Miscellaneous

- Opens and distributes mail, handles faculty/staff/parent service requests and answers Business Office telephone.
- Distributes and records petty cash transactions.
- Lends School Charge Cards that are available for borrowing.
- Issues Certificates of Insurance when requested.
- Maintains physical and/or electronic Business Office general information files that contain corporate records such as vendors, CT tax forms, contracts, human resources files, etc.
- Orders office supplies for the Business Office.
- Submits building maintenance requests via School Dude when necessary.
- Performs other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree preferred in Business Administration, Accounting, or a closely related field.
- Blackbaud financial reporting and/or Tuition Management experience is a plus.
- Previous payroll experience using ADP is a plus.
- Proficiency with Microsoft Office applications (Excel & Word).
- Strong organizational and time management skills.
- Ability to work with confidential information.
- Works well under pressure to meet deadlines.
- Strong attention to detail and able to perform tasks accurately and independently.
- Excellent interpersonal skills and strong customer service orientation.

PHYSICAL CONDITIONS

- Office environment
- Repetitive (keyboard) motion

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Interested candidates should email a resume and cover letter to: careers@missporters.org. Please include the job title for which you are applying in the subject of the email.