

JOB POSTING

St. Charles Borromeo Seminary*100 E. Wynnewood Road*Wynnewood, PA 19096

Job Title: Human Resources and Administrative Coordinator
Department: Office for Finance and Operations
Classification: Full-time / Non-Exempt
Reports To: Chief Financial Officer /Chief Operating Officer

SUMMARY

The coordinator supports the Mission of the Seminary; particularly focusing on the day-to-day operations for the Finance and Operations Office, Human Resources, Payroll preparation, Safe Environment Compliance for faculty and staff, and Risk Management. The coordinator will provide administrative assistance to the CFO/COO. The position requires the ability to maintain confidentiality; knowledge of office protocols and practices and have knowledge and an understanding of the culture and mission of the Catholic Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

▪ *Human Resources:*

1. Payroll (total employees-100) Prepares bi-weekly payroll for faculty, staff, and seminarian assistants; prepares monthly payroll for religious staff; collaborative effort with Archdiocesan Payroll Department. Maintain attendance controls for full-time staff. Collaborate with CFO regarding changes/updates to compensation.
2. Benefits Coordinator: In collaboration with the Archdiocesan HR office, act as liaison, open enrollment; enroll employees in designated benefit plan, prepare invoices for payment, research discrepancies.
3. Respond to written request for employment verification, FMLA, STD/LTD in accordance with Archdiocesan policy.
4. Work with supervisors to address employee relations issues, consult with CFO/COO, Archdiocesan HR office and legal counsel when necessary.
5. Maintain employee personnel files.
6. Recruitment: collaborate with hiring manager, prepare requisition, post opening on job board, retrieve resumes, set-up interviews and act as liaison with the candidates, prepare offer letter, Onboard, prepare Personnel file.
7. Point of Contact: Performance Evaluations, Faculty Contracts pertaining to salary.
8. Process terminated employees, adhere to protocols for employee exit.

▪ *Safe Environment Compliance:*

Lay Faculty and Staff (100 employees); prepare yearly USCCB Audit on behalf of St. Charles Borromeo Seminary, adhering to Pennsylvania Child Protective Services Law and Archdiocesan Policies for the Protection of Children and Young People. Attend workshops to adhere to and become familiar with updated and/or proactive practices.

▪ *Risk Management:*

Point of Contact-Worker's Compensation/Liability, reporting accidents/injuries, Drivers Authorizations, Certificates of Insurances. Work in collaboration with the COO to ensure mitigating, minimizing employees' risks. Prepare invoices for payment.

▪ *Committee Involvement:*

Support the CFO/COO with two sub-committees of the Board of Trustees: Finance and Budget Committee and the Building and Grounds Committee.

- Administrative tasks include scheduling/maintaining calendar for CFO/COO, sort/distribute mail, order supplies. Prep department invoices for payment.
- Ad-hoc projects as assigned by CFO/COO.

QUALIFICATIONS

- Excellent communications skills
- Proficiency in MS Office / SharePoint
- Display integrity, professionalism, and confidentiality
- Ability to multi-task and follow through with tasks and projects
- Excellent organizational skills and attention to detail
- Knowledge of human resources and accounting protocols and practices
- Ability to work collaboratively

The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE

College Degree preferred; or five years of related experience and/or training; or equivalent combination of education and experience. Proficiency with MS Office, Financial Accounting Software (Blackbaud) a plus.