



## Human Resource Accountant

### Position Description

#### INSTITUTIONAL PURPOSE & VISION

*Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota that has been guided by Catholic beliefs and values since 1911. As an international learning community, serving early childhood education and grades K-12, we hold our students to the highest academic standards and challenge each of them to develop their full potential academically, physically, spiritually, and socially. We believe in the intrinsic goodness of all persons, and strive to model the values of faith, service, and community, as we encourage and support our students to become more than they can imagine.*

#### VALUES & STANDARDS

At Cotter Schools, because we believe in the intrinsic goodness of all persons, we promote and foster the values of RESPECT, INTEGRITY, and COMPASSION. All employees can expect to receive these values from the administration and other employees, and they are expected to give these to all other employees, students, and families.

- **RESPECT:** We will honor the dignity, privacy, and truthfulness of others.
- **INTEGRITY:** We will be respectful, honest, and truthful in our dealings with others.
- **COMPASSION:** We will extend to others what we have received – mercy, forgiveness, and care.

#### GENERAL SUMMARY

The HR Accountant is responsible for supporting all human resource services, primarily payroll, benefit and leave administration, new employee onboarding, and a variety of general administrative HR tasks. This position must provide the highest level of service to our employees, candidates and guests with a professional and friendly demeanor while maintaining a very high degree of confidentiality.

## RESPONSIBILITIES & DUTIES

1. Manage payroll processing and HR database to ensure timely and accurate processing of new employees and payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
2. Administer the benefit & safe environment programs including employee changes, background checks, and Virtus training, while keeping all tracking and records up-to-date
3. Interpret, assist and advise employees and managers regarding leave management, benefits, and any HR procedures/policies in a friendly and courteous manner
4. Oversee the annual open enrollment of benefits while acting as the liaison to the benefit provider.
5. Prepare and distribute to employees about benefits programs and changes.
6. Organize and maintain HR records to ensure accuracy and confidentiality.
7. Provide back-up support for the day-to-day reception needs in the finance office, including phones, and receiving/distribution of mail.
8. Assist Accounting Manager with record keeping, reporting & other administrative tasks as necessary.

## QUALIFICATIONS AND SKILLS

- High level of integrity and confidentiality
- Polite and professional in all communications
- Detail oriented and self-motivated
- Competent in MS Office, databases and accounting software
- Minimum of 2 years administrative support experience
- Understanding of local and government regulations surrounding payroll and taxes
- Previous experience as a payroll accountant preferred

## BENEFITS & WORK SCHEDULE

- This is a 0.8 FTE hourly position and has weekday office hours (typically between 8:00am-4:00pm).
- This position is a year-round position with the option of reduced summer hours.
- Benefits package including health, dental, life/long-term disability insurance, and pension plan contributions.
- Cotter employee tuition discount:
  - 50% off for grades K-12
  - 20% off for early childhood education

## TO APPLY

Applications are available in the Cotter Schools Business office, 1115 W. Broadway, Winona, MN. Or send an e-mail with a resume to:

**Human Resources Manager**  
[search@cotterschools.org](mailto:search@cotterschools.org)