



Payroll & Benefits Coordinator Position Description

INSTITUTIONAL PURPOSE & VISION

Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

VALUES & STANDARDS

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE & RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

Cotter Schools challenges you to be the difference

GLOBALLY LEARNING

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

FAITHFULLY SERVING

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

TOGETHER IN COMMUNITY

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

GENERAL SUMMARY

The payroll & benefits coordinator is responsible for supporting all human resource services, primarily payroll, benefit and leave administration, new employee onboarding, and a variety of general administrative 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 an 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