



Business Office - Human Resources Support

Mission: Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life based on honor, respect, growth, and personal authenticity.

Diversity, Equity and Inclusion Statement: At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

Position Overview

The Business Office / Human Resource Support is a key member of the Business Office Team who aids and facilitates the business office, human resources, and payroll processes. This role provides administrative support, including assisting with the hiring process, record-keeping, file maintenance, and HRIS entry. The Business Office / Human Resource Support administers employee benefit plans, acts as liaison between employees and insurance providers, assists with benefits administration, and ensures that all employees can make effective use of benefits and experience positive working relations.

The Business Office / Human Resource Support should be highly organized and detail-oriented, and display high ethical standards, discretion, and confidentiality. Strong computing and analytical skills are required.

Major Duties and Responsibilities

- Administer payroll in a timely and accurate manner using a computerized payroll system, and distribute paychecks by the deadline
- Administer benefit plans, including enrollments, changes, and terminations.
- Maintain the salary-related benefits budget, including oversight of all benefits invoicing, and reconcile benefits statements
- Assist with HR lifecycle procedures, including job searches, hiring, onboarding, terminations, etc.
- Maintain employee data (e.g. W4s, name, address, stipends, rate changes) in the payroll system to ensure accurate processing of payroll
- Perform clerical functions such as preparing correspondence, managing benefits paperwork, filing etc.
- Perform customer service functions by answering employee requests and questions related to benefits, payroll, and general workplace topics
- Assist in the Hall's Holistic Health Employee Programming
- Accommodate the School's need to alter the duties of this position as needed, due to changes in personnel, systems, regulation, and other influences
- Perform monthly reconciliation of the operating bank accounts



- Assist in Payroll related items within the annual Audit and the 990 schedule

Knowledge, Skills, Qualifications

- A degree in Finance, Human Resources, or a related field and/or equivalent experience
- Demonstrated ability to manage the payroll process, with a minimum of 3 years of current experience in payroll; very helpful if experienced in Massachusetts payroll
- Ability to produce accurate work as part of a disciplined, high-performing team in a fast-paced environment
- Critical-thinking and analytical skills, with strong electronic media literacy, including proficiency with MS Word and Excel, accounting and payroll software, and complex databases and spreadsheets
- Collaborative, collegial, and responsible work habits, with the ability to take direction, accept feedback, and be accountable for outcomes
- Strong written and oral communication skills, including the ability to communicate effectively with students, colleagues, consultants, and members of the public in a diverse population
- Confidentiality and high ethical standards are essential to this position
- Awareness of appropriate boundaries and respect for the needs of an all-girls population
- Commitment to the Miss Hall's School Mission and Core Values