

Meeker School District Re-1

Job Description

Title: Human Resource Director/AP, AR
Department(s): Administration/Business
Reports to: Superintendent & Financial Director
Work Year: Year Round



Job summary:

The Human Resource Director position is responsible for payroll processing, employee attendance, personnel policies, labor laws compliance, employee benefits program implementation, overseeing workers compensation claims, maintain personnel files and coordination of related employment activities. In addition to human resource duties, this position is responsible for timely submission of accounts payable, records and reports which the district must collect and process and/or submit to a government agency.

Summary of essential job functions:

1. Maintaining Confidential Files and Work Environment. Security of Personnel files and conversations dealing with employee performance are highly sensitive.
2. Creates and submits payroll. Establishes time lines and efficiently meets all payroll deadlines, ensuring that checks and balances are made throughout the process to prevent any errors. Establishes procedures for tracking and reporting all employee attendance.
3. Tax Reporting. Maintains all documents needed for reporting wages, and quarterly taxes. Prepares all employee W2 and 1099 forms.
4. District Benefits. Maintains, reports and distributes district benefit information to all employees and corresponds with the Benefit Merchants on all district health and deduction policies.
5. Regulations of work laws. Provides accurate documentation, publication, and distribution of all Colorado labor laws. Reports all on the job injuries to workers comp in a timely manner.
6. Data Processing. Develops, implements, appraises and adjusts a plan to meet the data processing needs for reporting timely records and reports to government agencies.
7. Accounts Payable/Accounts Receivable. Develops, implements and orients all building secretaries of accounts payable procedures and timelines. Compiles and processes entire district payables accurately and efficiently.
8. Duties to the Board of Education. Assists the Board of Education Secretary and fills in when the Secretary is unable to attend meetings.

Minimum requirements:

- Degree in Business Administration, finance, accounting, or a minimum of 5 years in related field (three of those in a leadership position).

- Experience in Human Resources related fields.
- Experience in multi budgeted accounts payable functions.
- Strong oral and written communication skills; requires the ability to record and deliver information and explain procedures in a variety of technical and professional languages.
- Strong self-motivation and ability to foresee tasks that need completed with minimal instruction.
- Operating knowledge of Microsoft Office Suite, fax, and phone systems.

Clearance:

- Criminal Justice Fingerprint/Background Check

Physical Demand:

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

- The noise level in the work environment is usually quiet.
- The work environment may include high stress tasks.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.