



BOSTON COLLEGIATE CHARTER SCHOOL

Part Time Payroll and Benefits Administrator

BCCS was founded in 1998 with a simple yet ambitious mission: to prepare each student for college. We serve 700 students in grades 5 through 12 at two campuses in Dorchester. 100% of BCCS's graduating classes have been accepted to college and the majority of our students will be the first in their families to earn college degrees. The school accepts students by random public lottery from all neighborhoods of Boston and maintains a waiting list of over 1,700 students.

Current Opening

We are looking for a smart, problem-solving, self-reflective, and passionate **Payroll and Benefits Administrator (Part Time, Flexible Hours)** who wants to be part of a dynamic finance team in a mission-driven organization. This position reports to the Director of Finance.

Job Requirements

The Payroll and Benefits Administrator will:

- Serve as an HR resource to staff, including supporting staff leaves;
- Support the annual employee contract process;
- Support efforts to ensure that the school is in compliance with employment law;
- Maintain a system for staff onboarding with regard to employment paperwork; and compliance;
- Process semi-monthly payroll and ensure payroll deductions are set up properly with regular monthly reconciliations;
- Fund payroll withholdings, processing employment verifications and MTRS refund requests;
- Be the primary liaison with all retirement programs such as MTRS, OBRA, and TIAA;
- Manage liability and employee benefit insurance programs;
- Manage the open enrollment benefits process and communication;
- Process benefit enrollment additions, terminations, and changes;
- Conduct staff exit interviews and synthesize feedback; and
- Maintain in all things a customer-service orientation and a warm approach, recognizing that the HR function of the school is in support of the staff who ultimately support the students we serve.

Ideal candidates will have at least five years of experience in a Human Resources/Payroll role.

To apply, please visit <https://www.bostoncollegiate.org/careers/>. No telephone or email inquiries, please. More information about Boston Collegiate Charter School may be found at www.bostoncollegiate.org.

Boston Collegiate is an equal opportunity employer.

Accordingly, we make employment decisions without regard to race, color, religion, national origin, age, gender, gender identity, sexual orientation, veteran status, genetic information, or disability.

Boston Collegiate is committed to building a supportive and inclusive workplace that reflects the diversity of Boston.