



Jesuit High School is now accepting applications for:

Human Resources Coordinator

Our Mission Statement: Jesuit High School, in its mission as a Catholic, Jesuit, college preparatory school, labors to form men engaged in the world who are dedicated to serving God by being open to growth, intellectually competent, religious, loving, and just.

Job Outline: Jesuit High School is seeking a candidate for a 12-month, full-time Human Resources Coordinator. This position is a member of the finance department and works closely under the direct supervision of the CFO. The Human Resources Coordinator's core responsibility is the effective facilitation of the school's payroll system and employee benefits programs. Other responsibilities are listed below.

Start Date: Immediate

Primary Responsibilities:

- Process semi-monthly payroll, manage the onboarding and offboarding of employees and maintain the school's job board
- Record employee PTO and Vacation requests
- Facilitate benefit open enrollment, serve as contact between benefit broker & employees
- Act as liaison between the Diocese of St. Petersburg and the school in regards to employee background checks and Safe Environment Training requirements
- Prepare quarterly and annual reports/filings as required by various governing authorities.
- Reconcile monthly carrier invoices to internal records
- Facilitate workers' comp claims and student accident claims
- Successful completion of Level II Background Screening

Requirements:

- Minimum of 3 years of experience.
- Bachelor's degree.

To apply: in order to be considered for this position, you must apply online at

<https://jesuittampa.applicantstack.com/x/apply/a287q28p23m4/aa0>

Direct questions to: employment@jesuittampa.org

Founded in 1899, Jesuit High School is a private, Catholic school for boys grades 9-12.