



Assistant Director of Human Resources and Payroll

Department: Human Resources

Supervisor: VP for Administration and CFO

FTE: .50 FTE

Anticipated start date: January 2023

Application review begins immediately and will continue until the position is filled.

Summary: Serve as the primary contact for all HR/payroll-related issues. Maintain online payroll system for AMBS employees and student workers; process monthly student payroll. Manage employee compensation administration, including benefits, open enrollment, and paid time off. Facilitate and coordinate the hiring process for open positions. Maintain compliance with HR regulations.

Responsibilities and duties:

- A. Benefits Administration
 - a. Communicate changes in benefits and salary to employees during open enrollment
 - b. Prepare and distribute appropriate documentation for benefits
 - c. Assist CFO with payroll/HR requests for annual financial audit
 - d. Enter benefit information into payroll system and keep current
 - e. Record paid time off for employees

- B. Employee Onboarding, Support, and Termination
 - a. Facilitate hiring process for open positions in coordination with hiring supervisor
 - b. Respond to employee concerns, including as a member of the Conflict and Grievance Team.
 - c. Coordinate required employee trainings and serve as a Title IX Coordinator Designee.
 - d. Process exit interviews for employees ending employment at AMBS
 - e. Conduct background checks when requested
 - f. Set up new hires in payroll system
 - g. Communicate salary and benefit information to new hires; set up salary and benefits in payroll system

- C. Payroll
 - a. Maintain online payroll system for faculty, administrators, staff, and student employees

- b. Serve as the primary contact for all HR/payroll-related issues
 - c. Process monthly student payroll, with backup support from the CFO
 - d. Serve as backup to CFO for employee payroll processing
 - e. Maintain overall knowledge of payroll system
- D. Compliance
- a. Complete all compliance filing and postings
 - b. Complete annual ACA reporting
 - c. Keep abreast of HR laws and regulations regarding employment and payroll issues
 - d. Prepare annual OSHA report for posting.
 - e. Assure HR law/regulation posters are up to date.

Qualifications and skills:

- Bachelor's degree required; prior HR/payroll experience preferred.
- Excellent organizational skills and ability to keep orderly files and records.
- Good writing and verbal communication skills.
- Experience with Microsoft Word, Excel, Google Suite
- Commitment to undoing racism and/or similar initiatives required
- Ability to appropriately navigate cultural and other differences
- AMBS requires COVID-19 proof of vaccination or a medical/religious exemption for all employees.

Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

AMBS is committed to anti-racism as one of the ways we practice God's reconciling mission in the world. Candidates for employment will have a strong motivation to join our efforts to work for racial equity and make AMBS an increasingly diverse learning community.

To apply:

Please submit resume - cover letter and a list of three references to:

Steve Norton, AMBS Human Resources

hr@ambs.edu or 3003 Benham Avenue, Elkhart IN 46517

Women and other underrepresented groups are encouraged to apply.

Updated November 2022.

Anabaptist Mennonite Biblical Seminary

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