



WHEELER

Title: Part-Time Payroll & HR Specialist

Department: Operations

Reports to: Payroll & Benefits Manager

Exempt Status: Non-Exempt

Position Status: Part-Time

Last Updated: 9/6/2024

The Wheeler School, a co-ed, N-12 independent day school with city and farm campuses serving approximately 800 students in the Greater Providence and Greater Boston areas, seeks a Part-Time Payroll & HR Specialist to join our facilities team in Providence, RI.

Ideal candidates for faculty and staff positions at Wheeler are people with a sense of humor, warmth, and humility. They are excellent communicators, with empathy for others and an ability to listen and respond with good intuition. Ultimately ambitious and hard-working, committed to supporting students by offering help and creating new opportunities. In the end, employees at Wheeler love to spend their days with young people and will enjoy all that Wheeler has to offer: creativity, energy, dynamics, and diversity.

This is a part-time, non-exempt 20-hour per week position. This role is a 12-month position assigned to the Business Office. The Business Office reports to the Chief Financial Officer, and this role is supervised by the Payroll and Benefits Manager. The person in this position is responsible for administering payroll and benefits and assisting with the daily operations of the Business Office at the Wheeler School with campuses in Providence, RI, and Seekonk, MA.

Primary Job Responsibilities (Essential Functions)

- Process biweekly and monthly payrolls in UKG.
- Assist employees with benefit enrollment and requests.
- Communicate with various departments to receive and streamline payroll information acquisition.
- Train new employees on Wheeler's payroll system (UKG).
- Handling payroll questions and completing other tasks necessary to monitor and oversee the School's payroll process.
- Continue to implement processes and/or technologies to improve the payroll function.
- Coordinate the onboarding of new employees.
- Assign electronic checklists, tasks, and training to employees.
- Complete employment verifications.
- Track employee data on demographics, retention, and attrition.
- Other support to the business office team.
- Other duties as needed or assigned.

Training, Education, and Experience Qualifications

- Bachelor's degree in Business Administration, Human Resources, Finance or Accounting.
- Knowledge of automated financial and accounting reporting systems.
- Experience with the UKG Ready platform is preferred.
- Prior experience with billing and accounts receivable.
- 1-3 years of payroll and/or HR experience.
- Excellent verbal and written communication skills and being multilingual are a plus.
- Critical thinking skills and the ability to problem solve.
- Excellent accuracy, attention to detail, and customer service orientation.
- Ability to work independently with minimal supervision.
- Strong cultural competency and the desire and skills to work in diverse environments.
- Strong organizational skills and ability to establish and manage multiple priorities.
- Strong computer and technical skills, including Excel, software proficiency, and data analysis, are necessary.

Physical Demands and Work Environment

The physical demands described here are representative of those that are essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The requirements for performing the duties of this position are as follows:

- Frequently required to walk, stand, sit, talk, and hear.
- Regularly required to bend, stoop, crouch and/or kneel.
- Occasionally required to lift and/or move objects weighing up to 25 pounds.
- Majority of work is performed in an office, sitting and standing for long periods.

To learn more about Wheeler, please visit www.wheelerschool.org and our Careers page [here](#).

How to Apply: To apply for the position, please send a cover letter and resume to jillfeingold@wheelerschool.org, including careers@wheelerschool.org, in the email. Interviews will be held on a rolling basis until the position is filled.

Statement on Diversity and Cultural Competency At Wheeler:

We actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring.

The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.

About The Wheeler School:

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island, and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades,

dedicated faculty and staff identify students' learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.