

**HORACE MANN SCHOOL**  
**231 West 246th Street**  
**Bronx, NY 10471**  
**An Equal Opportunity Employer**

**Payroll Associate**

Start Date: July 1, 2021

Horace Mann School seeks an experienced Payroll Associate to process weekly and monthly payrolls for 400+ employees. Reporting to the Director of HR, the ideal candidate must be detail-oriented, well-organized and have the ability to prioritize work in a fast paced, deadline driven environment. Candidate must also have the desire and ability to work independently in support of an effective team environment.

**Qualifications:**

- A minimum of 2 years payroll processing experience
- Proficient data entry and Excel skills
- Strong interpersonal, communication and listening skills
- Must maintain a high degree of confidentiality, discretion and professionalism
- Bilingual (English/Spanish) preferred

**Primary Duties and Responsibilities:**

- Verify and enter weekly hours and additional payments into ADP Workforce Now system
- Verify and enter monthly employees' salaries into ADP Workforce Now system
- Enter and verify deductions including benefits, direct deposit and tax deductions
- Update salary and benefits information and run specific reports as needed
- Respond to unemployment claims, IRS notifications, and other employee verification requests
- Respond to employee inquiries regarding payroll
- Prepare journal entries for Accounting Department
- Check and log timesheets and update vacation balances if applicable
- Additional duties as assigned by the Director of HR

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 304 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2020, the School enrolls 1,801 students representing 154 zip codes, with 44% self-identified students of color. For 2020-21, 15% of the students receive need-based Financial Aid. Thirty-one percent of School administrators, teachers and staff members identify as people of color. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's recent \$100 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

Interested candidates should email cover letter of interest and resume to: [employment@horacemann.org](mailto:employment@horacemann.org)