

# **BELHAVEN UNIVERSITY**

## **Director of Human Resources and Payroll located on the Main Campus**

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving 4,500 undergraduate and graduate students. This includes traditional students in Jackson, as well as providing undergraduate and graduate education for adults in Mississippi and on campuses in Memphis, Atlanta, Chattanooga, Desoto, Dalton and Houston. Their geographic reach includes major population centers totaling over sixteen million people, unprecedented among Christian schools. They were an early innovator in accelerated adult education, and have equally lead the way among Christian schools in establishing a robust online degree offerings.

### **Description of Position**

The Director of HR and Payroll has responsibility for leading the human resources and payroll functions. The Director is responsible for overseeing all areas of HR and Payroll, including: employee relations, benefits, compensation, policy development, records maintenance, and must have a strong understanding of state and federal laws and regulations related to employment. This position reports directly to the CFO and VP for Business Affairs.

### **Responsibilities**

- Reviews and makes recommendations for improvement of the University's policies, procedures and practices on personnel matters and employee relations and assure all are compliant with applicable legal, state and other regulatory requirements, and monitor practices to maintain compliance.
- Prepare and maintain employee handbook on policies and procedures.
- Assist departments directly with personnel matters.
- Oversee the University's benefit programs including: health, dental, vision, life, LTD insurance, retirement plan and flexible spending plan; coordinate annual benefit enrollment process.
- Oversee preparation of payroll using Colleague system.
- Oversee preparation of federal and state government reporting including quarterly 941, SUI, 1095's and W2's, insuring accuracy and timeliness.
- Oversee administration of workers' compensation and unemployment claims.
- Complete required reporting for IPEDS, SACS, CUPA, CCCU, YAFFE, etc.
- Assist supervisors in conducting regular performance management reviews and developing performance improvement plans for employees.
- Oversee all personnel records, benefit records and payroll-related support records.
- Direct investigations of reports of employee misconduct or policy infractions.
- Oversee all aspects of Title IX Compliance and serve as the Title IX Coordinator.

This announcement covers the most significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position

### **Minimum Qualifications**

- Bachelor's degree in Human Resources or Business Management; or equivalent work experience
- 5 years' human resources leadership experience
- Experience administering payroll and benefits

- Proficient in all aspects of human resource management, including compensation/benefits, recruiting, employee relations, personnel administration and legal compliance with progressively more responsible HR positions
- Highly effective communications skills, written and oral
- Leadership qualities to support collaborative culture
- Excellent judgment and high integrity with experience leading change
- Business and financial knowledge, to include budgeting skills and financial reporting
- Positive and approachable interpersonal style, able to win trust among colleagues and senior leadership
- Applicants must fully support the University Vision, Mission, and Statement of Faith found at [www.belhaven.edu/belhaven/mission.htm](http://www.belhaven.edu/belhaven/mission.htm)

### **Preferred Qualifications**

- 5 years' work experience in a college or university setting
- SPHR or SHRM-SCP Certification
- Certified Employee Benefits Specialist (CEBS) or Certified Payroll Professional (CPP)

### **Compensation**

Salary will be determined by the educational background and experience of each applicant. Full-time personnel will be offered access to a benefits package including health, voluntary vision and dental insurance for employee and family, life and disability insurance, annual and sick leave, paid holidays, flexible spending plan, tuition benefits, opportunities for professional development, and a 403b retirement plan.

### **Application Guidelines**

The following items are required to be considered for the position: A cover letter, resume, list of 3 references, and a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ.

Please click on this link

[http://www.belhaven.edu/belhaven/employment\\_pdfs/LetterOfEmploymentCommitment.pdf](http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf) to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment. Resumes will be accepted until the position is filled. Additional information about Belhaven University may be found at [www.belhaven.edu](http://www.belhaven.edu).

### **Send, or email complete application packet to:**

David Tarrant  
CFO and VP for Business Affairs  
Belhaven University  
1500 Peachtree Street  
Jackson, MS 39202  
Email: [dtarrant@belhaven.edu](mailto:dtarrant@belhaven.edu)

Employment at Belhaven University is contingent upon the results of an independent background check.