

JAMES ISLAND CHARTER HIGH SCHOOL

**Position Description**

(Revised 5/2024)

**POSITION TITLE:** Human Resource and Finance Manager

**FUNCTION:**

Under the direction of the Principal, the Human Resource and Finance Manager will assist in the administration and maintenance of high-quality Human Resource and Financial services for the James Island Charter High School. The Manager will also assist with the overall personnel, human resources, and financial management functions of the JICHS and maintain accurate personnel records; assist with staff training and orientation; and assist with routine and non-routine projects as required.

**EXAMPLES OF DUTIES:**

Assist with preparing the payroll for all JICHS per the JICHS policies, federal, state, and local government regulations, auditor's requirements, and the payroll service's processing requirements.

Assist in maintaining accurate personnel records, including employment, benefits, salary, leave, promotion, and other related personnel information.

Assist with new employee orientation responsibilities.

Assist with administration of the employee benefits package, maintaining all necessary documents and forms, i.e. health insurance, life insurance, dental insurance, state retirement system, universal life, deferred compensation, direct deposit, credit union, flexible benefits plan, long-term disability, annual leave, sick leave, office hours, etc.

Assist with coordinating all Worker's Compensation claims with the State Accident Fund.

Assist with all FMLA and ADA requests.

Assist in the maintenance of Human Resource Information System records & compile reports from the database.

Perform all other related duties as assigned by the Human Resources Coordinator.

Assist with annual audit and tax filings.

Assist in developing and monitoring the annual budget.

Extensive knowledge of state and federal procurement requirements.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of public agency personnel and recordkeeping requirements and ability to perform these requirements.

Ability to express ideas clearly and concisely, in oral and written form; ability to establish and maintain harmonious relationships with fellow employees, other organizations, and the general public.

Ability to manage time effectively and to establish good work habits.

**EXAMPLES OF DUTIES: Cont. . . .**

Ability to generate required work on a timely basis, with a high degree of accuracy.

Ability to exercise considerable initiative, independent judgment, and discretion in all areas.

Knowledge and awareness of Federal, State, and local legislation related to public agency personnel activities.

**ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING:**

Graduation from a four-year college or university with major course work in human resources, business administration, accounting, or a related field; minimum of two years experience in personnel management or human resources functions. Experience with automated payroll packages and computers is desirable.

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Principal

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Date