

**TABOR COLLEGE  
JOB DESCRIPTION**

<b>Position Title:</b> Personnel & Benefits Manager	<b>Date:</b> August, 2021
<b>Immediate Supervisor:</b> Vice President for Business & Finance/CFO	<b>Supervisor's Title:</b> Vice President for Business & Finance/CFO
<b>Months Employed/Year:</b> 12	<b>Hours/Week:</b> 40+

**1. Major Functions:**

Ensure accurate and timely payment of all promised compensation and benefits.
Assist members of the Executive team with hiring and retaining qualified, high capacity, exemplary staff and faculty.

**2. Specific Duties:**

Payroll Management & Tax Filings: 1. Process monthly payroll and withholdings for both salary, hourly, and student personnel. 2. Remit sales taxes and benefits withholdings. 3. Payment of federal income tax deposits on UBI.
Complete and maintain pension plan account records.
Manage the campus phone system in cooperation with the Information Technology Office.
Collect new hire paper work including: I-9, W-4, K-4 and information sheet.
Explain benefits and compensation to new employees and enroll them in their selected benefits.
Liaison with benefits providers.
Maintain knowledge of current HR laws and best practices and keep Tabor in compliance with all applicable regulations.
Keep Supervisor informed of all legislative/regulatory changes affecting pay or benefits. Communicate those changes and their impact to affected employees.
Post job announcements as requested by members of the Executive Team.
Collect, review, and distribute application packages as necessary.
Prepare NOAs for all employees annually and for all new hires.
Serve on the KICA Employee Benefits Advisory Council (EBAC).
Work with auditors to prepare required audits and regulatory filings in accordance with ERISA and other applicable regulations.
Complete HR IPEDS report.
Other duties as assigned.

**3. Formal Preparation/Experience Required:**

Bachelor's Degree in Business or Human Resources Management
Master's Degree preferred
Prior experience preferred

**4. Work Relationships:**

Key Work Relationships	Purpose of the Relationship
Vice President for Business & Finance/CFO	Immediate Supervisor
Accounts Receivable Clerk	Work collaboratively with
Accounts Payable Clerk	Work collaboratively with
Controller	Work collaboratively with

- 5. Supervisory Responsibility:** In addition to work direction, does this position have responsibility for selection of personnel, appraisal of performance, and such actions as salary increases, promotions, reassignment of employees, or terminations?  
Yes \_\_\_\_\_ No   x

If yes, please describe the supervisory responsibilities?

Persons Being Supervised	Purpose of the supervision
N/A	

**6. Physical Demands of this position:**

Sitting for long periods, computer work (eye and hand strain), Light Lifting
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7. **Roles, Budget Codes, Time Percentages:**

<b>Role</b>	<b>Budget Code</b>	<b>Percentage</b>	<b>Length of Service</b>
	10-6015-1410	100%	

8. **Approval:**

<b>Job Description Submitted by</b>	<b>Date</b>
<b>Job Description Approved by</b>	<b>Date</b>

To Apply:

Qualified and interested candidates should submit a cover letter, resume and references to Naima Loera by email at [tchumrec@tabor.edu](mailto:tchumrec@tabor.edu).