



## **Human Resources Coordinator and Bursar**

### **Job Description**

**REPORTS TO:** Chief Financial Officer (CFO)

**DEFINITION:** The HR Coordinator and Bursar position is a unique position combining part time responsibilities of HR Coordinator and part time responsibilities of Bursar to make one full time position. This position is an integral part of the business office. As HR Coordinator, it provides a critical foundation for HR support for all staff of both Southwestern College and Tierra Nueva Counseling Center, LLC (TNCC). In addition to facilitating and processing new hires and terminations, the HR Coordinator guides employees through various human resource processes and answers any questions they may have about policies or understanding their benefits. They work closely with the CFO and accountants to ensure personnel are paid timely and correctly. As Bursar, they are responsible for posting tuition and fees for the College and processing accurate student refunds. The Bursar acts as cashier for disbursement of all financial aid funds.

### **HR COORDINATOR RESPONSIBILITIES**

#### New Employee Recruitment and Onboarding

1. Post jobs and assist in recruiting staff for open positions.
2. Screen applicants and schedule interviews for candidates.
3. Ensure jobs are classified correctly as exempt/nonexempt, contractor/employee.
4. Prepare offer letters as instructed.
5. Process new hire paperwork for all new employees.
6. Complete insurance benefits information session with employees eligible for insurance benefits.
7. Complete PTO benefits information session with employees eligible for PTO.
8. Set up new employees in Paychex and Populi databases.
9. Notify IT team to create appropriate accounts and access.
10. Assist with development of systematic onboarding process and assist supervisors to implement this process with all new hires.

#### Employee Termination

1. Obtain resignation letters.
2. Collect all college property and keys.
3. Remove participants from insurance policies.

4. Notify BASIC of termination for purposes of COBRA.
5. Terminate employees in Paychex.
6. Notify IT of the termination so they can manage accounts and access.
7. Manage quarterly adjunct faculty status in Paychex – active, inactive, or terminated.

#### Insurance, Retirement, HRA, FSA and COBRA Benefits Administration

1. Serve as point of contact for staff regarding understanding group insurance plans, FSA, HRA, COBRA, and retirement plan participation.
2. Assist staff in understanding and applying benefit policies in staff handbooks.
3. Add and terminate employees from group insurance plans (life, medical, dental and vision).
4. Monitor COBRA participation.
5. Obtain life insurance beneficiary information.
6. Review for accuracy and approve monthly group insurance bills.
7. Set up COBRA information in BASIC for initial notification to new employees.
8. Conduct annual open enrollment for group insurance plans in April each year.
9. Conduct annual open enrollment for SIMPLE IRA in November each year.

#### Paid Time Off Benefits Administration

1. Assist staff in understanding and applying PTO benefit policies in staff handbooks.
2. Monitor Paychex PTO balances and reconcile to manual system each pay period.
3. Inform supervisors monthly of supervisee's balances of available PTO.
4. Confirm balances are available for any PTO taken.

#### FMLA Administration

1. Serve as point of contact for FMLA.
2. Notify eligible employees who have a serious medical condition of their eligibility for FMLA.
3. Request medical documentation for anyone requesting FMLA.
4. In collaboration with CFO, approve or deny FMLA.
5. For anyone on approved FMLA, track FMLA hours on a bi-weekly basis.
6. Request FMLA recertification when appropriate.

#### HR Policies and Procedures

1. Assist employees in understanding and applying policies in employee handbooks.
2. In collaboration with CFO, perform annual review and update of staff handbooks.
3. Stay abreast and informed of changes in laws, regulations, and best practices relating to human resource management. Inform CFO of relevant learnings.
4. Suggest new policies, policy updates and procedures to CFO, as needed.

#### **BURSAR RESPONSIBILITIES**

1. Serve as primary contact for students, parents, and other parties concerning student tuition.

2. Communicate college's financial policies to all students.
3. Invoice tuition and fees on student accounts.
4. Send invoices to students, parents and other third parties involved.
5. Issue credits on account when students drop classes or withdraw.
6. Communicate payment plan options to students and create payment plans for students who request them.
7. Stay abreast of 1098T regulations and issues 1098Ts annually.
8. Collect all tuition, fines, and fees.
9. Ensure compliance with financial aid requirements (i.e., student refunds cashed timely etc).
10. Track and monitor all student accounts in database.
11. Solve or report delays in payments, conflicts or other areas of concern to the CFO.
12. Work with third party payers such as DVR and VA to receive payment on behalf of students.
13. Collaborate with financial aid in loan and grant posting. As part of their review, Confirm aid is posted in correct quarter, scheduled for correct dates and set up with correct amounts.
14. Review and post financial aid disbursement batches.
15. Review student balances and clear students for graduation if they have paid all tuition and fees.
16. Record student payments received through WePay, PayMyTuition, cash, and checks.
17. Participate in new student orientation.
18. Ensure all students sign annual enrollment agreements.

### **Leadership/Collaboration**

1. Build and maintain collaborative and effective working relationships with staff, faculty, and administration.
2. Create and maintain effective, efficient, and responsive systems and operations in alignment with the College's mission, vision, and values.
3. Actively engage in all staff meetings and internal professional development programming.

### **Miscellaneous Duties/Responsibilities**

1. Refer any employee relations issues to CFO.
2. In collaboration with CFO, respond to unemployment claims/correspondence and maintain related documents in personnel files.
3. Oversee and track annual review process and documents.
4. Create and maintain appropriate electronic forms.
5. Keep HR and Bursar forms and information updated in Populi files.
6. Complete employment verifications.
7. Prepare audit schedules as requested.
8. Prepare annual salary letters for the President's signature.
9. Provide requested data for annual IPEDS Human Resources survey.
10. Verify and complete forms for employee education benefit eligibility.
11. Track and support annual staff FERPA, cybersecurity and other required training.
12. As requested, prepare change forms for approval.

13. As requested, serve on various committees.

### **Minimum Qualifications**

- One year of experience in EITHER the Human Resources or Bursar fields.
- Excellent computer skills including experience with HR and payroll programs, student database programs, forms programs, and extensive experience with Microsoft Office (particularly Excel) and Outlook.

### **Preferred Qualifications**

- Bachelor's degree in human resources, business, or related field
- PHR or SHRM-CP certification

### **Knowledge/Skills/Dispositions**

- Embraces SWC's Mission of Transforming Consciousness through Education and Values: Partnership, Empowerment, Mindfulness, Service, and Love
- Strong commitment to diversity, equity, inclusion, and belonging
- Excellent interpersonal communication skills, both oral and written
- Ability to manage their conflicts as they arise.
- Collaborative and inclusive leadership skills.
- Excellent organizational and time management skills; ability to manage multiple tasks and meet deadlines.
- Ability to multi-task, organize and high level of attention to detail
- Experience working with data and reporting data
- Accuracy in daily work and the ability to self-review.
- Ability to maintain confidentiality and uphold ethical standards of the HR and Higher Education professions.