

Personnel & Benefits Manager

Tabor College, Hillsboro, Kansas

Tabor College seeks a Personnel & Benefits Manager. This full-time position is responsible for being the expert within the institution in the field of payroll and human resources; ensuring accurate and timely payment of all promised compensation and benefits; and assisting with hiring and retaining qualified, high capacity, exemplary staff and faculty. **A full job description is available upon request.**

Payroll Management Primary Responsibilities:

- Ensuring accurate and timely processing and payment for all contractual and statutory obligations and timely submission of all 403b withholdings and Institutional contributions
- Collecting new hire paperwork
- Serving as Tabor's liaison with benefits providers

Human Resources Management Primary Responsibilities:

- Maintaining knowledge of current HR laws and best practices and keep Tabor in compliance with all applicable regulations
- Coordinating onboarding and training for new employees
- Explaining benefits and compensation to new employees and enrolling them in their selected benefits
- Preparing Notices of Appointment for all employees annually and for all new hires

Reports to the Tabor College Vice President for Business & Finance/CFO.

Desired qualifications: Bachelor's degree in Business or Human Resources Management required. Master's Degree preferred. Prior experience preferred

Annual full-time position: 40+ hours per week

Send cover letter and résumé to: Angela Vix by e-mail tchumrec@tabor.edu

Tabor College's mission is to prepare people for a life of learning, work, and service for Christ and His kingdom. Life at Tabor is about educating and equipping people to bring more of Heaven to Earth thereby making the world a better place.

Tabor College is an Equal Opportunity Employer operating under the auspices of the Mennonite Brethren churches of the United States. It complies with all applicable non-discrimination laws.