

SCHUYLKILL HAVEN AREA SCHOOL DISTRICT

Anticipated Hiring: Administrative Assistant – Payroll, Benefits & Human Resources

The Schuylkill Haven Area School District is seeking a detail-oriented and highly organized individual to support payroll processing, employee benefits, and human resources functions within the business office. Candidates should demonstrate strong confidentiality, accuracy, and communication skills. Accepting applications until Tuesday, April 7, 2026. [Support Application](#)

Full job description...

Position Title: Administrative Assistant – Payroll, Benefits & Human Resources

Reports To: Chief Financial Officer/Business Manager

Position Summary

The Administrative Assistant for Payroll and Human Resources provides high-level clerical, technical, and confidential support in the administration of payroll, employee benefits, workers' compensation, and human resource functions. This position plays a critical role in ensuring accuracy, compliance, and efficiency in business office operations while maintaining strict confidentiality of employee records and information.

Essential Duties and Responsibilities

Payroll Administration

- Process bi-weekly payroll for all district employees, ensuring accuracy and timeliness.
- Maintain payroll records, including wages, deductions, leave balances, and direct deposit information.
- Ensure compliance with federal, state, and local payroll regulations.
- Coordinate with HR and administration regarding salary changes, contracts, and stipends.
- Prepare and distribute payroll reports as requested.
- Assist with year-end payroll processing, including W-2 preparation and reconciliation.

Employee Benefits Administration

- Coordinate health insurance enrollment, changes, and terminations.
- Serve as liaison with insurance providers and third-party administrators.
- Assist employees with benefits-related questions and documentation.
- Maintain accurate benefits records and ensure timely reporting.

Human Resources Support

- Maintain employee personnel files in accordance with district policy and legal requirements.
- Assist with onboarding and offboarding processes, including required documentation and system setup.
- Track employee certifications, clearances, and compliance requirements.
- Provide support in the administration of contracts, appointments, and personnel actions.
- Respond to employee inquiries regarding payroll, benefits, and HR procedures.

Workers' Compensation Administration

- Process and track workers' compensation claims.
- Serve as the district's point of contact with insurance carriers and medical providers.
- Maintain required documentation and ensure compliance with reporting timelines.
- Monitor claims and assist with return-to-work coordination.

General Administrative Support

- Prepare correspondence, reports, and documentation as directed by the CFO/Business Manager.
- Maintain confidentiality of all employee and district information.
- Support audits by preparing requested payroll and HR documentation.
- Perform other duties as assigned to support the efficient operation of the business office.

Qualifications

- Associate degree or higher in business administration, accounting, human resources, or related field preferred.
- Prior experience in payroll, human resources, or school business operations preferred.
- Knowledge of payroll systems, accounting practices, and HR procedures.
- Strong attention to detail and accuracy.
- Ability to handle confidential information with discretion.
- Proficiency in Microsoft Office and payroll/HR software systems.
- Strong organizational, communication, and interpersonal skills.

Working Conditions

- Office environment within a public school district setting.
- Occasional deadlines requiring focused attention to detail and accuracy.

Terms of Employment

- Twelve-month position
- Compensation and benefits as established by the Board of School Directors

Send [Application Information](#) to Jane M. Gordon (gordonj@shasd.org) or apply in writing:

*Dr. Shawn T. Fitzpatrick
Superintendent of Schools
501 East Main Street
Schuylkill Haven, PA 17972*

Website: [EMPLOYMENT OPPORTUNITIES](#)

The Schuylkill Haven Area School District is an Equal Opportunity Employer