



## Human Resources Manager

**Pius XI Catholic High School** is a private coeducational high school centrally located on Milwaukee's west side. Founded by the Pallottine Fathers and School Sisters of St. Francis over 90 years ago, the School has a storied history and compelling mission. With nearly 30,000 alumni, Pius XI attracts students from throughout the Milwaukee metropolitan area and currently serves over 600 students.

### Our Mission

Pius XI Catholic High School exists to prepare a diverse community of students to achieve their unique and highest potential. Guided by our Franciscan values of dignity, peace, and respect, we nurture students to excel academically, develop moral courage, and live lives of faith and service.

### Job Summary

The Human Resources Manager is responsible for administering the human resources Programs. The position works closely in collaboration with the Business Manager.

### Duties and Responsibilities

- Oversee administration of HR programs including benefits, leave, annual performance reviews;
- Onboarding of new employees including IT set up, payroll set up, policy and procedure review;
- Conducts research and analysis of organization trends including reviews of HR metrics on compensation and benefits;
- Monitors and ensures the organization is compliant with federal, state, and local employment laws and regulations;
- Manage labor disputes including unemployment claims by former employees;
- Maintain knowledge of trends and best practices in HR;
- Enter payroll modifications in Paychex for employees on a semi-monthly basis including compensation adjustments, benefit changes, and tax changes;
- Provide reporting for FSA, pension and 403(b),
- Serve as backup for payroll processing;
- Other duties as assigned.

## **Required Qualifications**

- Bachelor's degree in Human Resources; or Associate's Degree, or comparable years of experience in an HR role;
- 3+ Years of working in a HR Department, including experience in payroll processing;
- Ability to identify and escalate issues, meet deadlines, adapt and adopt to new technology;
- High moral and ethical standards in dealing with personal, confidential, and sensitive information;
- Have a working knowledge of Microsoft Office Suite;
- Experience with Paychex preferred;
- Bilingual skills are a plus.

This is a part-time, year-round salaried position.

Interested candidates should submit a resume and cover letter to [humanresources@piusxi.org](mailto:humanresources@piusxi.org).