



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: Database Manager

The Database Manager is responsible for managing and coordinating the seamless transfer of data between various salary and benefits-related databases. This role involves database cleanup and maintenance and ensures the smooth flow of data between systems to support Finance and HR operations. The ideal candidate will have a strong understanding of database management, data integrity, and workflow coordination, with the ability to maintain and improve processes related to the storage and movement of sensitive employee compensation and benefits information.

ABOUT SAINT ANN'S SCHOOL

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student and free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering close to 400, and approximately 1100 students, Saint Ann's is among the largest and most selective independent schools in New York City. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Saint Ann's is committed to centering anti-racism in the life of the school. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth.

RESPONSIBILITIES

Key Responsibilities:

Data Management and Coordination:

- Manage the transfer of data between HR and Finance databases, ensuring accurate and efficient data flow related to employee compensation, benefits, and payroll.
- Collaborate with Benefits, Payroll, and Budget functions to ensure that all relevant data is accurately recorded and integrated across systems.



- Monitor and troubleshoot data transfer issues to maintain smooth operations and data integrity.

Database Cleanup and Maintenance:

- Regularly clean and update salary, benefits, and employee data in HRIS, payroll, and benefits management systems.
- Identify and correct data discrepancies or inaccuracies, ensuring data integrity across all related databases.
- Perform periodic database audits to ensure that the data remains accurate and up-to-date.

Automation of Data Processes:

- Develop and implement automated processes for data transfers, ensuring timely and accurate updates across all databases.
- Work closely with IT to optimize systems for efficient data flow and to reduce manual interventions.

Data Reporting and Analysis:

- Provide reports and insights based on data from HR and Finance systems, helping both departments make data-driven decisions regarding salary, benefits, and payroll.
- Assist in the creation of ad-hoc reports related to compensation and benefits data for internal stakeholders.

Integration and System Support:

- Coordinate with external vendors (e.g., benefits providers, payroll services) to ensure smooth integration with internal HR and Finance systems.
- Troubleshoot integration issues and coordinate with IT teams to resolve problems that impact data flow.
- Stay up-to-date with system upgrades and changes to ensure that the databases remain compatible and efficient.

Compliance and Data Security:

- Ensure that all data handling practices comply with relevant privacy regulations, including FERPA, HIPAA, and state/local laws concerning employee data.
- Implement and maintain data security measures to protect sensitive salary and benefits information.

Collaboration with HR and Finance Teams:

- Act as a liaison between the Benefits, Payroll, and Finance teams, ensuring that data transfers align with departmental needs.



- Provide ongoing support to Benefits and Finance staff in managing data queries, generating reports, and resolving system-related issues.

Process Improvement and Optimization:

- Identify opportunities for improving the efficiency of data processes related to salary and benefits management.
- Collaborate with relevant stakeholders to design and implement system or process enhancements that will improve data flow and accuracy.

Training and Support:

- Train Benefits and Finance staff on how to manage data entry, updates, and reports within the databases.
- Provide ongoing support to staff in troubleshooting database-related issues.

PERSONAL AND PROFESSIONAL REQUIREMENTS

- Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.
- At least 3-5 years of experience in database management, data coordination, or related roles, preferably in a finance or HR environment.
- Experience with HRIS, payroll, and benefits management systems (e.g., ADP, Paycom, Workday) is highly desirable.
- Strong technical proficiency in database management, including SQL and Excel.
- Familiarity with data integration and automation tools.
- Experience with database cleanup, data migration, and ensuring data integrity.
- Excellent analytical skills and attention to detail.
- Strong communication skills with the ability to work collaboratively across departments.
- Knowledge of privacy regulations, such as FERPA, HIPAA, and other compliance standards related to employee data.

COMPENSATION

This is a full time exempt administrative position with a competitive compensation package including benefits. Annualized salary range of \$ 75,000–\$90,000 commensurate with education and experience.



TO APPLY

Interested candidates should submit their cover letter and resume to [this link](#). Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Anticipated start date of August 16, 2025 or earlier. Position is open until filled.

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School hires employees of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to employees at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.