



CHRIST COVENANT  
CHURCH

**HUMAN RESOURCES GENERALIST  
PAYROLL, BENEFITS & DATABASE ADMINISTRATOR**

**POSITION PURPOSE:**

The purpose of the HR Generalist position is to provide support to the Sr. Director of Church Administration in the areas of human resources, as well as administer payroll, benefits, and the church database maintenance.

**POSITION SUMMARY:**

- Responsible for handling human resources, payroll, and benefits
- Accomplishment of yearly audit
- Member Database Administration
- Worker's Compensation

**PERSONAL COMMITMENTS:**

- Commitment to Jesus Christ as Savior and Lord
- Regularly attending member of an evangelical, Bible-believing church
- Committed to personal integrity
- Committed to Finance Policies and Procedures
- Commitment to a work lifestyle of learning and growth
- Commitment to organization, attention to detail, and adherence to deadlines

**REPORTING RELATIONSHIPS:**

- Reports to Senior Director of Church Administration
- Liaise with Finance department, Benefits consultant, Providers, and staff

**REQUIRED SKILLS/ABILITIES:**

- Ability to be a self starter and prioritize the work load
- Work well with people at all levels of an organization
- Willingness to learn and be trainable in other aspects of the accounting cycle
- Willingness and ability to establish, nurture, and work through teams of staff and volunteers to accomplish ministry objectives
- Ability to grasp concepts quickly
- Ability to handle confidential material and information in a trustworthy manner
- Strong computer skills – proficiency in ADP payroll a plus
- Attention to detail, organization, and deadlines

**SUPPORTING EXPERIENCE:**

- Experience with accounting software (particularly helpful is Blackbaud and ADP)
- Functional experience in Word, Excel, and Outlook
- Keyboard skills of 35-40 WPM with accuracy and numbers keypad skills
- Good communication skills, written and verbal.

**EDUCATION/TRAINING:**

- College graduate or equivalent work-related experience
- Familiarity with FLSA regulations
- At least two years previous payroll accounting knowledge and experience

**BASIC ROLES/EXPECTATIONS:**

- Human Resources
  - Originates offer letters, separation letters, and packages.
  - Coordinate and execute annual performance appraisal system
  - Coordinates recruiting for vacant/new positions
  - Coordinates and maintains job descriptions
  - Maintains organizational charts and phone lists
  - Recruiting for vacant/new positions, applications and resumes, orientation, church property, exit interviews, initiating and closing email, phone and text accounts with IT, file workers comp claims
- Payroll
  - Process Bi-weekly payroll for all Christ Covenant and Campus Outreach staff
  - Maintain payroll files for all employees
  - Verifications of Employment
  - Responsible for the monthly 941 Reconciliation
  - Administration, audit, and distribution of W-2s and 1095s
- Benefits
  - Enroll new and adjust existing employees in benefits
  - Process COBRA benefits in accordance with terminations
  - Process benefit changes
  - Communication with benefit providers and benefit broker, as necessary throughout the month.
  - Process cost accounting of benefit bills monthly
  - Coordinate and execute annual open enrollment in the annual benefit re-election process (booklets, forms, meetings)
  - Monitor benefits website and initiate accurate information updates
  - Coordinate and track the employee Wellness program
- Database Administration
  - Maintain fellowship One access and credentials for staff, officers, and liaisons
  - Create reports on demand for staff and officers
  - Conduct training as needed
  - Point of contact for database edits
  - Run year-end and mid-year reporting for Sr. Director of Church Admin
- Audit
  - Responsible for monthly reconciliation of all church bank accounts
  - Responsible for completing payroll audit responsibilities on a timely basis
  - Support and assistance of other aspects of audit reporting and preparation
- Workers Compensation
  - Continual administration of worker's compensation claims.
  - Prepare and post annual OSHA reports in agreement with yearly worker's compensation totals
  - Provide information for annual workman's comp audit