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 Senior Director of Church Administration in the areas of human resources, as well as administer payroll, benefits, church database maintenance, audits, and workers' compensation.

POSITION SUMMARY:
Responsible for:

- Human Resources
- Payroll
- Benefits
- Database Administration
- Audits
- Workers' Compensation

PERSONAL COMMITMENTS:

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

REPORTING RELATIONSHIPS:

- Reports to Senior Director of Church Administration
- Liaises with Finance department, benefits consultant, providers, and staff

REQUIRED SKILLS/ABILITIES:

- Ability to be a self-starter and prioritize workload
- 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 with 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 Paychex payroll a plus
- Attention to detail, organization, and deadlines

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SUPPORTING EXPERIENCE:

- Experience with accounting software (particularly helpful is Sage Intacct and Paychex)
- Functional experience in Word, Excel, and Outlook
- Keyboard skills of 35-40 WPM with accuracy and numerical 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
  - Coordinates and executes annual performance appraisal system
  - Coordinates and maintains job descriptions
  - Maintains organizational charts and phone lists
  - Conducts orientation, tours of church property, exit interviews, initiation and closing of email accounts and phone and text accounts with IT
  - Files workers' comp claims
- Payroll
  - Processes biweekly payroll for all Christ Covenant and Campus Outreach staff
  - Maintains payroll files for all employees
  - Conducts all verifications of Employment
  - Conducts monthly 941 Reconciliation
  - Administers, audits, and distributes W-2s and 1095s
- Benefits
  - Enrolls new employees in benefits and adjusts existing employees' benefits
  - Processes COBRA benefits in accordance with terminations
  - Processes benefit changes
  - Communicates with benefit providers and benefit brokers, as necessary throughout the month
  - Processes monthly cost accounting of benefit bills
  - Coordinates and executes annual open enrollment in the annual benefit re-election process (booklets, forms, meetings)
  - Monitors benefits website and initiates accurate information updates
  - Coordinates employee benefits programs
- Database Administration
  - Maintains FellowshipOne access and credentials for staff, officers, and liaisons
  - Creates reports on demand for staff and officers
  - Conducts training as needed
  - Functions as point of contact for database edits
  - Runs mid-year and year-end reporting for Senior Director of Church Administration
- Audits
  - Conducts monthly reconciliation of all church bank accounts
  - Completes payroll audits on a timely basis
  - Supports and assists of other aspects of audit reporting and preparation
- Workers' Compensation
  - Conducts administration of workers' compensation claims
  - Prepares and posts annual OSHA reports in agreement with annual workers' compensation totals
  - Provides information for annual workers' comp audit