



HILL COUNTRY

BIBLE CHURCH

JOB DESCRIPTION

HR and Compliance Coordinator

Job Classification: Non-Exempt, Part Time 28 hr.

Date: Feb. 2022

SUMMARY

The purpose of this position is to provide HR assistance through leadership of church compliance issues and benefits administration. This position will also aid in the development of the human resources leadership team.

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

- Growth and ownership in “empowering God’s people for works of service” – identifying, training, empowering and unleashing volunteers to take greater ownership in the support ministries; specifically, in area of human resources
- Personnel records are maintained with precision to serve our entire staff team with excellence
- Best practices of the Operations Team are adopted by ministries across the organization in effective ways
- The HR Director and Executive Pastor of Ministries over Operations/Central Support can make decisions and function optimally because they receive accurate, timely and relevant information; there is a growing, high-level of trust for support and collaboration
- Ministries (across locations) can operate successfully through effective volunteer management including background checks, policy management and risk management

MAJOR RESPONSIBILITIES AND ACTIVITIES:

- Design, develop, implement, and analyze volunteer compliance policies and programs; train ministry leaders and implement support
- Work with liability insurance company to review and update policies and guidelines to ensure compliance
- Own background check process for employees and volunteers, including adverse action items
- Review insurance carrier data monthly to ensure accuracy across all agencies; prepare insurance bills for the association churches
- Perform daily payroll operations to ensure all transactions for semi-monthly payroll are processed in a timely manner; review and reconcile payroll for completeness and accuracy for processing; ensure accurate quarterly 941s and annual W2s. Own HRIS system and ensure data is accurate, time off policies and time off are recorded and accurate, benefits and ACA module are maintained and accurate.
- Administers health and welfare plans including enrollments and terminations keeping HRIS system up to date. Processes required documents to ensure accurate record keeping and proper deductions. Audit carrier bills and payroll deductions to ensure accurateness.
- Assist in annual open enrollment period
- Maintain awareness and knowledge of HR related laws, practices, and internal policies/procedures; provides suitable interpretation to management and employees; ensure compliance with all federal, state, and local employment laws
- First point of contact for employees and spouses for benefits and employment questions; assist with claims issues
- Prepare and timely file statutory compliance reports including EEO-1 and ACA
- Coordinate summer intern process: work with ministry leaders to ensure process is accurate and followed
- Spend time with people – intentionally build relationships with people who have gifts of administration, human resources, and other support areas to invest in kingdom impact; help them take next steps in service/leadership

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Minimum of 3 years of administrative experience in Benefits/HR/Compliance
- Ability to maintain strict confidentiality and communicate in a professional manner
- Initiative; flexibility; ability to multi-task with attention to detail; problem identification, analysis, and resolution skills
- Strong computer and Microsoft Office skills, ability to quickly learn necessary software, knowledge in ADP is a plus
- Volunteer experience in a local church is a plus
- Able to lift and carry up to 25lbs and physically walk a large campus (including stairs); ability to sit for long periods of time and availability to work occasional weekends and evenings when needed

CULTURE AND CLIMATE:

- Position reports to the HR Director as part of the Administration team.
- Staff culture is goal-oriented, collaborative, with accountability, priority of personal evangelism
- Every staff team member sees themselves as an owner of the mission, vision, values, and pathway of Hill Country
- All staff theologically align with the core beliefs of HCBC and become church members within 3 months of hire
- Core Values: Responding to God’s Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves, Loving Our Neighbors