



Position: HR Generalist

Reports To: HR Manager

Supervises: N/A

Classification: Full-Time, Non-Exempt

Objective

The Human Resources Generalist is responsible for performing HR-related duties on a professional level and works closely with other members of the HR ministry team supporting the overall mission of the church. This position carries out responsibilities in the following functional areas: onboarding, recruitment/employment and employment law compliance. The HR Generalist will also be responsible for processing bi-weekly payroll for staff and contractors.

Key Responsibilities

- Organize workflow for bi-weekly staff and contractor payrolls to ensure all transactions are processed accurately and timely
- Process, review and reconcile payroll data prior to transmission and validate confirmed reports
- Accurately process and monitor garnishment calculations and compliance
- Understand and administer proper taxation of employer paid benefits
- Process and distribute accurate and timely yearend reporting (i.e. W-2, 1099, etc.)
- Timely respond to employee and contractor questions regarding payroll issues or concerns
- Complete salary employment requests and verifications
- Support payroll tasks associated with annual financial audit
- Ensure legal compliance by maintaining appropriate records and monitoring federal and state requirements
- Maintain paper and online staff and contractor personnel files and protect operations by keeping staff and contractor information restricted and confidential
- Prepare paperwork, schedule and facilitate smooth new hire onboarding process, coordinating with cross-functional ministry areas to deliver an exceptional first-day experience for staff and contractors
- Handle all administrative tasks for onboarding, new hire orientation and separations, including entering data into HR information systems and auditing for accuracy and compliance
- Work closely with serve staff to organize and provide direction of how they can assist in the HR ministry
- Other duties as assigned, including assisting other team members and projects as necessary

Competencies

- Model The Church of Eleven22's mission, vision and core values

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- Ability to adapt to change
- Ability to learn and utilize new computer software
- Demonstrated ability to make disciples who make disciples
- Demonstrated ability to multi-task, prioritize, work proactively and independently, while maintaining composure in meeting deadlines effectively in a fast-paced office environment
- Strong, pro-active communication (verbal and written) and interpersonal skills
- Possess strong organizational, planning, high attention to detail and problem-solving skills
- Customer service focus oriented
- Demonstrated ability to manage restricted, confidential and sensitive information with professionalism and discretion
- Exceptional organizational, time management and prioritization skills
- Strong verbal and written communication skills
- Ability to build effective individual and team relationships
- Demonstrated knowledge of applicable employment laws and regulations

Education & Experience

- Bachelor's Degree or equivalent work experience
- Certified Payroll Professional (CPP) certification preferred, but not required
- 2-3 years of HR experience
- 3-5 years of payroll experience working within a large team or department
- Proficient in Paycor, ADP Run, Microsoft Outlook, Word and Excel

Position Type/Expected Hours of Work

This is a full-time position. Days of work are Monday thru Friday, hours may vary.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.