



Job Title: Human Resource Associate
Status: Non Exempt/Hourly Part-time
Prepared by: Rosalind Gillie/July 2017
Approved by: Robert McCants/July 2017

Position Summary

Responsible for assisting and securing the ongoing stability and growth of the organizational ministries by providing human resource assessment and payroll services. The incumbent assists the Human Resource Manager in policy development, payroll processing, employee benefits administration and evaluates results to ensure organizational objectives and operating requirements are met and are in line with the needs, mission and strategic plan of the organization.

Organizational Status

This position reports to the Human Resource Manager.

Working Relationships

Works together with the Human Resource Manager and his/her team to build actionable systems and process. Assists employees with questions and issues that may arise with their benefits.

Roles and Responsibilities

- Be able to have a working knowledge of all aspects of the payroll process and have the capability to prepare payroll in a timely manner
- Provides actionable training and assistance to staff members and other ministry associates
- Prepares standard and ad hoc reports that are actionable
- Assists in developing common hiring process across all ministries
- Assesses and analyzes the human resource, administrative and operational implications of proposed actions and decisions by individual areas and departments on the whole of the organization
- Provides financial risk assessments for current and future activities
- Assists with searches and hiring procedures for new employees in accordance with the Employment Policies and Procedures
- Assists with Development and implementation of basic human resource functions
- Assist with Job description creation, adjustment and review
- Ensures adherence to federal, state and local labor requirements
- Works with Human Resource Manager to provide recommendations and risk assessment of employee benefit plan and administration
- Assists with all written job offers and salary adjustments
- Assists with Scanning of Documents
- Reconcile BCBS, Guardian and Delta Dental to employee withholdings
- Assist with documentation for the payroll process.
- Manage all purchases on credit or utilize a system such as PEX

Qualifications and Requirements

- A passionate love for the Lord and a desire to serve in support ministries
- University graduation in business or a related field
- Efficient in Excel and Word
- Ability to influence and train a diverse groups of people – volunteers, employees, peers, leadership and ministry associates
- Exhibit excellent written, verbal and interpersonal communication skills