

Family Church PC Position Description

Job Title: Human Resources Coordinator/Finance Asst.

Reports To: Executive Pastor/FCA Head of School

Position Status: Full-Time Regular—Exempt

Position Summary: This position will complete high-level administrative tasks for Family Church and Family Christian Academy. Human Resources is the primary function; however, there are some Family Church finance responsibilities included.

Job Responsibilities and Duties:

Human Resources

1. Manage payroll for staff ensuring payroll data is entered each pay period, funds are transferred, timesheets are reviewed, and confirmations are filed
2. Manage timekeeping and PTO process for all employees
3. Process, verify, and maintain personnel-related documentation, including applications, recruitment, training, grievances, performance evaluations, transcripts, and employee leaves of absence
4. Answer questions about policy, benefits, and processes
5. Onboarding & Exiting of all employees
 - a. Process and review employment applications, schedule interviews, and process hiring paperwork and notifications
 - b. Prepare and set up for new employee orientations
 - c. Perform exit interviews with departing employees
6. Manage employee benefits of all employees
7. Upload and share contracts, handbooks, and other employment-related documents
8. For FCA, using FACTS, enter all employee information into the FACTS database and maintain this accurately
9. Process and coordinate background checks for all new hires
10. Maintain complete, accurate employee files in paper form, in ADP Workforce, and in FACTS (FCA) for the purpose of answering inquiries and providing information for personnel actions and verifications
11. Communicate with and function as a point of contact with brokers for health insurance, workers comp insurance, and retirement, with oversight from Executive Pastor
12. Reconcile all employee-paid benefits and ensure billing with third-party brokers
13. Process and post ACSI CEUs for employees in the virtual portfolio
14. With FCA leadership, plan professional development and training programs and coordinate meals/other needs for staff training events
15. Lead FCA staff appreciation events and celebrations
16. Prepare, mail and submit 1099s for non-payroll employees annually (January)

Finance

1. Record contributions and create weekly revenue summary for FC Office Manager
2. Oversee FC accounts payables
3. Assist in creating finance reports for monthly Stewardship meetings
4. Attend the monthly Stewardship meeting (typically the 4th Wednesday)
5. Attend the annual FC budget meeting (November)
6. Assist in reporting on and monitoring the monthly, YTD, and Annual revenue & expenses against approved budgets
7. Assist in preparing quarterly financial review and other needed data for church treasurer for regular business meetings

As Needed

1. Facilitate distribution of annual giving statements
2. Other duties as assigned by the Executive Pastor or Head of School

Qualifications

- Disciple of Christ who is an active regular participant in the life of Family Church or other like-minded body of believers
- Pleasant disposition and ability to get along with others
- Demonstrated ability to maintain confidentiality
- Have the ability to work efficiently and effectively to perform the job responsibilities & duties, with a focus on continuous improvement
- Communicate effectively with staff and ministry teams through various platforms
- Be a self-starter and have good time management skills and organizational abilities.
- Be a multi-tasker who can discern, analyze, and wisely resolve ministry issues.
- Have a core value of excellence.

Requirements

- Minimum of 3-years experience in human resources
- Holds a degree in a related field (preferred)
- Possesses a basic working knowledge of financial software and Microsoft Excel with the ability to learn new software and move between software platforms efficiently and effectively

Evaluation and Compensation

The compensation package will be established by the Personnel Team. The Executive Pastor will conduct an annual performance evaluation and make recommendation for changes in compensation.