

JOB DESCRIPTION:

HR and Payroll Coordinator



POSITION DESCRIPTION

Classification: Part time*, Non Exempt

Home Department: Church Administration Ministry Support (000025)

Hours and Benefits: 25 –29 hours, partial benefits (holidays, vacation, paid time off, Concordia disability and retirement) Ministerial tuition credit for children in St. Peter Lutheran School

*may transition into full time position with additional health benefits in early 2027

Pay Range: \$24.00- \$27.00 per hour *based on experience*

Reports to: Director of Operations

POSITION PURPOSE: The Human Resource and Payroll Coordinator will be responsible for a variety of human resource support duties. Handles payroll functions and maintains the personnel records of all Ministry employees. Supports the Ministry’s mission, vision and values.

SPECIFIC AREAS OF RESPONSIBILITY:

- Human Resource Functions
 - Payroll Processing
 - ✓ Accurate and timely performance of semimonthly payroll functions
 - ✓ 403b processing and reporting
 - ✓ ACA compliance
 - ✓ All payroll reporting
 - Semimonthly reports
 - ACA reports
 - Quarterly payroll reports
 - Processing of W-2
 - Benefit Administration
 - ✓ Health Insurance
 - ✓ Disability Insurance
 - ✓ Retirement Savings
 - ✓ Open enrollment functions
 - ✓ Annual Compensation reporting
 - Compliance and Audit
 - ✓ Ensure adherence to federal state and local tax regulations and labor laws
 - ✓ Perform periodic audits of records; I-9, ACA records
 - HR reporting
 - ✓ EEOC report
 - ✓ Equal pay reports
 - ✓ ACA reporting

- Employee Support and Maintenance
 - ✓ New hire on boarding
 - Risk Management Screening
 - Offer letters
 - Payroll entry
 - ✓ Termination off boarding
 - ✓ Resolve any payroll discrepancies
 - ✓ Ensure that human resource files and records are maintained in accordance with the legal requirements also following the church and school policies and procedures

- Maintenance of all Job descriptions

- Compensation Functions
 - ✓ Prepare Annual Appointment and Compensation forms for all employees
 - ✓ Help in preparation of yearly budget (salary and benefit area)
 - ✓ Maintain salary spreadsheet

- Church Administration Functions
 - Maintain and update staff information on the following
 - ✓ Staff addresses and phone numbers
 - ✓ Organizational Chart
 - Track all church staff time off requests (vacation, holiday, paid time off (sick))
 - Process all Insurance claims
 - ✓ Workers' Compensation
 - ✓ Disability Insurance claims
 - ✓ Student Accident Insurance claims
 - ✓ General Liability

- Policy Manuals
 - Maintenance of Employee Manual
 - Maintenance of Operational Policy Manual

QUALIFICATIONS

- Fully supportive of the mission and vision of St. Peter Lutheran Church & School.
- Have general knowledge of the church and school office equipment.
- Discreet and maintain confidentiality.
- Proficient in the use of computers and other technologies.
- Must pass the Ministry's protection screening process which includes a background check.

I. EDUCATION/CERTIFICATION:

- High school graduate or equivalent.
- Associate or bachelor's degree in HR, Accounting or Business preferred
- Additional related training is preferred.

II. REQUIRED KNOWLEDGE:

- High precision and attention to detail
- Basic understanding of administrative, payroll and human resource functions.
- Understanding of human resource reporting and recordkeeping requirements.

III. EXPERIENCE REQUIRED:

- At least 5+ years of related experience.
- Proficient with payroll software programs
- Proficient with Microsoft Office Suite, especially excel

IV. SKILLS/ABILITIES:

- Well organized.
- Accurate and attentive to detail.
- Excellent communication and public relations abilities.
- Strong typing and computer application skills.
- Ability to assist and support others.
- Able to operate telephone, PC, copier, and other basic business machines.

PERFORMANCE MEASUREMENTS

- The human resource information system functions smoothly. Personnel data and statistics are efficiently recorded, stored, and retrieved as appropriate.
- Reporting functions are completed accurately and in timely, and in accordance with established policies and federal and state regulations.
- Payroll functions are completed in accordance with established policies and procedures. Errors or discrepancies are promptly discovered and resolved.
- Visitors and telephone calls are courteously and professionally received or referred to. Good public relations exist with outside contacts.
- Effective working relations exist with all Ministry personnel.
- New employees are effectively assisted.
- The Ministry's professional reputation is maintained.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

- While performing duties of this job, would occasionally be required to stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls.
- Must occasionally lift and or/move up to 10 pounds.
- Job should be performed in an office environment.

WORKING CONDITIONS

NONE: No hazardous or significantly unpleasant conditions. (Such as in a typical office.)

Disclaimer

The above statements are intended to describe the general nature and essential duties and responsibilities (as covered under the Americans with Disabilities Act.) of work being performed by an employee assigned to this classification, they are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. I have read the above job description, understand the duties of the position as presented to me today and my experience fulfills the requirements of the position.

Name (please print): _____

Signature: _____ Date: _____