

JOB DESCRIPTION: HR CLERK

Department:	Finance and Administration
Reports To:	Human Resources Supervisor
Recruited By:	Human Resources Supervisor
Approved By:	Vice President of Finance and Administration
Organizational Unit:	Headquarters
Status:	Full-Time
Classification:	Non-Exempt

JOB SUMMARY

The HR Clerk provides support on all HR processes (e.g., job postings, background screenings, orientation, hiring, data entry, record keeping, payroll, reporting). The HR Clerk serves as an agency ambassador to all applicants and employees by enthusiastically communicating the culture and core values of the organization. This is a “hands on” position that requires interaction with all levels of the organization.

ESSENTIAL DUTIES AND FUNCTIONS

- Post and maintain open positions on organization's website.
- Ensure compliance with all federal government and state agency background screening and documentation requirements.
- Ensure a positive, quality orientation experience that enthusiastically communicates the culture and core values of the organization.
- Assist with all phases of the onboarding process.
- Coordinate compilation of records for all agency audit requests and self-audit prior to distribution.
- Regularly audit scanned personnel records to ensure all required documentation elements are included in each employee file and are properly completed.
- Regularly audit I-9 forms and other applicable records subject to federal audit standards to ensure compliance and proper completion.
- Regularly audit ADP, Alert Media and other applicable employee contact information databases to ensure information is kept up-to-date across all platforms.
- Train supervisors and employees on various HR related topics.
- Assist with a monthly HR newsletter designed to facilitate organizational culture awareness beyond the onboarding phase.
- Assist with semi-monthly payroll and maintain supporting files and documentation.
- Perform benefits administration to include problem resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
- Maintain employee 403(b) participation data and ensures accuracy of data between HRIS systems, 403(b) administrator and accounting.
- Maintain human resource information system records and personnel files.
- Maintain compliance with federal and state regulations concerning employment.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Associate degree or equivalent or one or more years of related experience and/or training; or equivalent combination of education and experience.
- Proficient in Microsoft Outlook, Excel and Word.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Presents him or herself outside the organization in a manner in keeping with the organization's core values and guiding principles, specifically as a Christ follower, has a passionate call to help children, is emotionally committed, is genuinely compassionate and has a humble willingness to serve
- Ability to maintain confidential employee, client and organization information
- Dependable, highly motivated self-starter
- Detail oriented, highly organized and able to handle a variety of tasks and responsibilities in a timely and efficient manner with a high level of quality and accuracy
- Effective communication skills, both oral and written
- Ability to understand and follow oral and written instructions, meet deadlines and work independently and as part of a team
- Ability to build effective professional working relationships internally and externally
- Ability to solve daily problems by analyzing situations, determining appropriate next steps and implementing
- Ability to maintain a positive attitude that promotes constructive resolution of problems and concerns
- General knowledge of standard office practices and office equipment

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. Ability to lift up to 30 pounds (boxes, documents and equipment).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed predominantly in a normal office environment.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____