



To apply for this position, complete the online application on the Brentwood Baptist Church website:
www.brentwoodbaptist.com/employment

JOB DESCRIPTION

Human Resource Coordinator BRENTWOOD BAPTIST CHURCH

Department: Human Resources
Reports to: Human Resource Director
Job Status: Full Time
FLSA Status: Exempt
Primary Officing Campus: Brentwood Campus

SUMMARY

The human resource coordinator is responsible to the church, under the direction of the Human Resources Director, for assisting with and ensuring the facilitation of human resource processes at all Brentwood Baptist Church campuses. This role is responsible for new hire processing, administering employee health and welfare plans, and acting as liaison between employees and insurance providers. This position is also responsible for HRIS entry and resolving payroll issues. This role provides administrative support to the human resource function as needed including record-keeping, file maintenance, and reporting.

PRIMARY JOB RESPONSIBILITIES may include but are not limited to the following:

- Administers health and welfare plans, including enrollments, changes, and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Enters all new employees and changes into the PayEntry payroll system and manages the TimeSolutions system to ensure accurate recording of employees' hours.
- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9 and verifies through E-verify employees' eligibility to work.
- Reconciles monthly benefits statements.
- Conducts audits of payroll, benefits, or other HR processes and recommends changes.
- Assists with interview and selection process for certain positions and ensures completion of onboarding/offboarding process.
- Responsible for new employee processing and new staff orientation.
- Maintain spreadsheets for merit and budget processing.

OTHER RESPONSIBILITIES may include but are not limited to the following:

- Participates in the budgeting process and works closely with Business Office to ensure accuracy of Personnel budget.
- Administers background check process for employees.



- Administers computer skills testing.
- Processes intern applications.
- Makes photocopies; mails, scans, and emails documents; and performs other clerical functions.
- Completes other duties as assigned by supervisor.

COMPETENCIES AND TRAITS:

In addition to the specific responsibilities required for this role, Brentwood Baptist Church also seeks candidates that possess some general competencies and behavioral traits that enhance the effectiveness of our staff.

Individual Contribution

- Manages details, tasks and projects efficiently without frequent reminders
- Maximizes time effectively by focusing on “must do” priorities when necessary
- Anticipates/avoids problems or formulates creative solutions
- Makes timely decisions that produce quality outcomes
- Adheres to commitments, schedules and deadlines
- Demonstrates a comprehensive knowledge of issues and topics pertaining to the area of his/her job specialty

Team Contribution

- Demonstrates flexibility, adapts well to changing priorities or situations
- Self-directed and proactive, level of supervision required is appropriate
- Is willing to take on additional responsibilities, helps with a “can-do” attitude
- Collaborates well with others to accomplish group tasks
- Uses written and verbal communication in a way that accomplishes intended results

Self-Development

- Prioritizes and accomplishes self-development goals
- Demonstrates an ongoing commitment to obtaining the necessary knowledge, attitudes, skills and habits necessary to be successful in this role
- Teachable spirit with a desire to learn and grow
- Maintains appropriate gap between the current job description and the employee’s current abilities that allows for future growth.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of human resource functions required.
- Knowledge of employment laws for medium-sized employer.
- Ability to create formulas and reports in Excel.
- Ability to enter accurate information into spreadsheets and HRIS systems.
- Excellent customer service skills.
- Ability to communicate effectively both orally and in writing with all levels of employees.
- Reasonable accommodations may be made to enable individuals to perform the essential functions.

EDUCATION & EXPERIENCE: Bachelor’s degree in related field from four-year college or university; 3-5 years’ experience in human resources with familiarity with HRIS systems required. Experience administering benefit plans and HR certification a plus.



All campuses function under the governance of Brentwood Baptist Church. Each campus is an established entity operating as a whole and permanent part of Brentwood Baptist. Each maintains pre-determined alignment characteristics that uphold the Brentwood Baptist “DNA” while also containing some contextualized characteristics to allow it to best reach its target local community. Every staff member is an employee of Brentwood Baptist.

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