

## **Job Description** **HR Payroll Specialist**

Reports to: Director, Human Resources  
FLSA Status: Non-Exempt (Hourly)  
Hours per week: 28 (Part-Time)  
Campus: Melbourne

This position supports Human Resources by working with the Accounting Department to ensure accurate processing and recording of the company's payroll as well as daily data entry of payroll items.

### **Job Requirements:**

- Culture – This is a critical component. As an employee, we expect you to conduct yourself in a manner that reinforces the core values and mission of Calvary Chapel
- Perform daily payroll department operations
- Manage workflow to ensure all payroll transactions are processed accurately and timely
- Process correct garnishment calculations and compliance
- Process all status change forms from reviews, promotions, etc.
- Execute Time Clock time and attendance processing
- Review all transactions as payroll runs are completed by Accounting department
- Research and email employees of payroll related issues
- Review all new data input for accuracy
- Report discrepancies to the author of
- Monitor filing status of all employee data
- Respond to employment verification requests
- Assist with accurate and timely year-end reporting when necessary
- Be available to assist as needed at various employee events/celebrations
- Assist with general HR duties as needed

### **Skills:**

- Excellent quality control skills
- Data input with minimal mistakes
- Know and effectively use Microsoft Office Software including Word and Excel for procedures and spreadsheets, Outlook for email, calendars, tasks and contacts
- Excellent writing and language skills
- Ability to effectively communicate
- Ability to learn and utilize Shelby, Time Clock and Ministry Platform databases
- Maintain confidentiality of all personal information
- Willingness to pray with staff when appropriate

### **Other Qualifications:**

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the*

*dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10)*

- *Fruit of the Spirit is consistently displayed in your life (But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23)*
- *Be a reflection of God's love to colleagues and visitors (A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35)*
- *Mature, ongoing relationship with Christ and regularly attend church service*
- *Servant-heart and optimistic attitude (Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philipians 2:3)*
- *A dependable team player who understands unity and works well with people (Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3)*
- *Ability to set boundaries to limit non work-related communication*
- *Ability to stay within the parameters of the job description when on the clock*
- *Ability to maintain confidentiality of information*
- *Flexibility and ability to work with volunteers and people on staff*
- *Organized, ongoing learner*
- *Self-starting – can work with little supervision or direction*

## **Mission Statement**

**WIN** a person to Jesus Christ - New converts bring excitement and infuse freshness into a body. He said to them, "Go into all the world and preach the good news to all creation." Mark 16:15

**DISCIPLE** a person in Jesus Christ - Equipping believers gets them grounded in the Word. During this disciplining process, the person is being conformed to be like Jesus Christ. God has left all believers here on earth so that the Holy Spirit might indwell and empower them:

To think like Jesus thought..... Mind of Christ  
To minister like Jesus did..... Works or Ministry of Christ  
To be like Jesus..... Character of Christ

"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20

**SEND** a person for Jesus Christ - The world is in darkness and surviving without hope. Christians have been called to go and bring light and hope to these hurting people. We must have the compassion of Jesus.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth." Acts 1:8

## **CORE COMMITMENTS**

If you have made a decision to follow Christ, then the 5 C's are your roadmap to an exciting walk with God! They are the key elements we find in Scripture that helped the disciples turn their world upside down! And for that reason, they're the heart and soul of who we are at CCM.

### **COMMIT**

Be a growing follower of Christ. A committed Christ follower no longer leads his life; he chooses to follow God in full obedience to Him.

### **CELEBRATE**

Live the fulfilling lifestyle. Here at CCM we celebrate our new life in Christ 24/7! He knows us by name, He forgives all our sins, He directs our steps, He gives us the power and desire to live for Him.

### **CONNECT**

To others in personal vibrant relationships.

### **COMMUNICATE**

Share the good news to everyone everywhere. Jesus said, "Go into all the world and preach the good news to all creation."

### **CONTRIBUTE**

Your time, passion, talents and possessions. God's work on earth is accomplished by Christ followers who give what they have to bless others.