



**ST. JOHN**  
LUTHERAN CHURCH

## Human Resources & Office Manager

### Objective of Position

The Human Resources & Office Manager (Manager) is a dual role involving the full spectrum of human resources and office management handling all day to day administrative operations with a focus on effectiveness in a detailed, reliable, well organized manner. The Manager will be responsible for developing and implementing appropriate operational policies and procedures. The Manager will assist the Director of Operations in all areas of ministry support enabling staff and volunteers to focus on ministry objectives enjoying streamlined office processes that enable safe and effective ministry operations.

### Type of Position

- Full Time - Exempt

### Work Hours and Conditions

- 40 hours per week
- Extra hours as needed to support church ministries
- Maintains core office hours to support church operations, typically Monday through Thursday 9:00 am to 5:00 pm, Friday 9:00 am to 3:00 pm.
- Controlled office environment, walking outdoor sidewalks connecting 6 campus buildings on an 18-acre campus.

### Accountability

Directly to the Director of Operations

### Qualifications

- Be a spiritually mature Christian that is regular in Sunday worship and adult Bible study attendance that exhibits good stewardship through faithful gifts of time, talents and treasure.
- A bachelor's degree in a related field. Directly applicable work experience may also qualify.
- 5 to 7 years plus combined human resource and office management experience preferred.
- Solid understanding of federal and state employment regulations.
- Demonstrates high integrity and can maintain confidentiality.
- Strong organizational, planning, analytical and problem-solving skills.
- Ability to work independently and set appropriate priorities.
- Proficient in MS Office suite (Word, Publisher, Internet Explorer, Outlook) and other office productivity software.
- Advanced computer skills administering various software packages desired.
- Demonstrates effective communication and interpersonal skills with an emphasis on teamwork.
- Able to climb stairs (approximately 2 flights)
- Able to safely lift 50 pounds (copy paper and other office materials)
- Embraces the mission, values, strategies and practices of St. John Lutheran Church.

## **Human Resources & Office Manager**

Job Description

Page - 2 -

### **Responsibilities**

#### **Human Relations**

- Maintains HR processes in compliance with state and federal government requirements including all policies and reporting.
- Administers an appropriate employee performance program.
- Administers employee benefits programs (life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, employee assistance).
- Administers annual benefits option selections and open enrollment process (Concordia Plans).
- Facilitates new employee recruiting and coordinates an encouraging on-boarding process.
- Performs required background checks for all staff and volunteers.
- Administers and manages payroll processes for all staff and maintains all reports pertinent to payroll, including Affordable Care Act (ACA) records.
- Investigates accidents and prepares reports for workman's compensation insurance carrier.
- Maintains an appropriate record system (paper and electronic) for all HR and Employee relations processes.

#### **Office Management**

- Manages the administrative functions of the church, directly coordinating and supervising administrative staff and office volunteers.
- Manages and coordinates the church calendar resolving schedule conflicts and ensuring clear communication of all current and upcoming activities and facility use.
- Develops, maintains and administers appropriate church policies and procedures for safe and effective operations of church ministries.
- Administers and champions church membership management systems (currently Fellowship One software based) to support all church and staff needs. Needs include attendance, sign-ups, email communications, online registrations, online giving, giving statements, general reports, etc.
- Monitors and maintains office equipment including copier(s), printers, postage machine to support ministry needs.
- Oversees mail and material deliveries processes.
- Oversees the housekeeping (including custodial contractor) of the office and other church facilities.
- Manages office and church supply inventories.
- Performs bank account reconciliations for the support of financial controls.
- Performs other duties as assigned in support of the Director of Operations.

This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.