



Operations and Human Resources Administrator

Job Description

October 2021

POSITION TYPE: Full-time salaried position

REPORTS TO: Business Operations Director

BEST FIT: We are looking for a **team-player** with a **positive attitude** and **proven aptitude** who aligns with Bay Area Community Church's mission to make passionate, maturing followers of Jesus from here to the nations. Experience in human resources and database systems would be helpful, but not required.

BIG PICTURE RESPONSIBILITIES:

- Administer the talent acquisition processes for Bay Area Community Church.
- Administer Bay Area payroll, compensation, and benefit plans.
- Administer, implement, and optimize the use of database systems and other tools in support of Bay Area ministries.
- Other duties and roles as assigned by the Business Operations Director.

SPECIFIC RESPONSIBILITIES: This position's responsibilities include, but are not limited to:

Database Administration and Implementation

- Become the Bay Area "super user" for, and administrator of the Church Community Builder (CCB) database system.
- Implement CCB forms to schedule Bay Area events and track event payments.
- Manage the CCB database to ensure accurate, reliable, and usable data to assist ministries.
- Come alongside staff to implement and optimize the use of the CCB tool to maximize face-to-face ministry impact.

Employee Hiring, Onboarding, & Ongoing Support

- Work with hiring managers to post job opening and process applicant resumes
- Assist as needed in employee onboarding process
- Complete background checks and reference checks
- Conduct I-9 Employment and identity verification
- Collect proper tax documentation
- Collect and submit health benefit information for processing
- Set up new employee in the payroll system and ensure accuracy of salary, vacation, and sick accrual, 403(b), HSA contributions, benefit status, etc.
- Maintain and update Employee Handbook
- Ensure all personnel documentation and time keeping records are kept secure, confidential, and up to date for necessary audits
- Assist with the annual and mid-year review process for employees
- Assist employees with any employee benefit issues or questions

Payroll Processing

- Collect all timecards and leave requests, ensure approvals in place, accurately keep payroll files up to date within appropriate pay period.
- Process bi-weekly payroll ensuring accuracy of vacation, sick and other accruals, deductions, contributions, etc. two business days prior to scheduled pay date.
- Process payments for workers compensation, 403b program, and health care deductions.
- Ensure that all employees are paid in accordance with Bay Area compensation policy, IRS policy and FLSA requirements and policies are kept up to date with any employment law changes.
- Process employee status changes in payroll and benefits system
- Submit any necessary benefit information to insurance company for enrollment

Basic Qualifications:

- Demonstrates faith in Jesus Christ
- Agrees with Bay Area statement of faith and meets all requirements to be a Ministry Partner
- Attends Bay Area or is willing to begin attending
- Self-motivated and requires little supervision
- Excellent communication and people skills
- Strong administrative ability
- Understanding of HR best practices and current regulations

Desired Experience:

- 3+ years in an office setting
- Some human resources and database experience would be helpful, but not required