

Berean Christian Church
Dr. Kerwin B. Lee, Senior Pastor

HR/Payroll Specialist

Department: Human Resources/Administration

FLSA Status: Exempt

Reports to: Human Resources Director

Principle Role

The HR/Payroll Specialist is accountable to the Human Resources Director and is responsible for administering all aspects of payroll and key HR functions. This role assists in managing HR tasks including benefits, compensation, training and development, and leading the full-cycle recruitment process. The Specialist ensures strict compliance with all federal and state employment laws and maintains sensitivity to both business needs and employee relations

Primary Responsibilities

The HR/Payroll Specialist is responsible for:

- Acting as liaison between the organization and external benefits providers and vendors
- Collaborating with HR Director to ensure compliance with all federal, state, and local employment and benefit laws, regulations, and filings
- Conducting the employee onboarding process
- Ensuring USCIS Form I-9 Employee Eligibility Verification; performs routine I-9 audits
- Assisting with recruitment tasks, including facilitating the New Hire Orientation, creating, updating job descriptions, posting positions, receiving and reviewing applications and scheduling and participating in interviews
- Maintaining accurate and up to date HR files, records and documentation including grievances, performance reviews/evaluations, disciplinary actions and exit interviews
- Performing periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Preparing and assisting with payroll processing, including answering employee questions, ensuring that all time cards are in compliance with the FLSA, ensuring accurate deductions for benefits, and maintaining vacation, sick leave, and holiday eligibility
- Providing support to employees in various HR related matters, such as FMLA leaves of absence, compensation, policies and procedures and any other matters that may arise
- Reporting and monitoring workers' compensation claims, follow-up on open claims with our dedicated ADP TotalSource WC Claim Specialist

- Supporting the overall HR department's administrative duties to include managing phones, mail, email, and fax communications
- Working with ADP TotalSource to process Unemployment Notices of Entitlement and processing claims in a timely, efficient manner
- Performing other duties assigned by Human Resources Director

Required Education/Experience:

- Completion of college level business courses OR
- Bachelor's degree in Human Resources or related field preferred
- Three to five years of experience in the HR field or an equivalent combination of education and experience
- Demonstrated experience in the administration of benefits and compensation
- Excellent communication skills with employees and all levels of leadership
- Employee Relations experience
- Payroll processing
- Exceptional work ethic and a strong commitment to integrity and confidentiality