



POSITION: HR Generalist & Payroll Manager
SUPERVISOR: Head of School

STATUS: Non Exempt
DATE: May 2024

Job Summary:

Execute administrative duties related to hiring, including new hire paperwork & onboarding; employee documentation and upkeep of personnel files; tracking employee training, evaluations, and time off requests; benefits administration; updating employee and administrative handbooks and payroll system; bi-weekly payroll processing; preparing for audits and maintaining legal compliance.

Required Spiritual Qualities

It is expected that the HR Generalist & Payroll Manager will:

- Acknowledge Christ as Savior and seek to live as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe and actively support Coulee Christian School's **Statement of Belief**.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for personal conduct, marriage, gender identity and sexuality.
- Demonstrate evidence of the fruit of the Spirit when interacting with others.
- Actively participate in a local Bible-believing church and share their faith with others.
- Have a Christ-centered home.

Required Professional Qualities

It is expected that the HR Generalist & Payroll Manager will:

- Possess the ability to interact effectively with peers and supervisors, possessing humility and willingness to be a team player.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children.
- Manage a fast-paced, multifaceted job with stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Communicate effectively, professionally, and timely by responding to all emails within 24-48 hours on school days, as this is the main method of communication between administration and

employees.

- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Be open and flexible to new school initiatives.
- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, e-mailing, and accessing the internet. The HR Generalist & Payroll Manager should be able to use a website to upload, create, and submit documents. The HR Generalist & Payroll Manager will be expected to use a payroll system for entering employee data and posting timesheets.

Required Personal Qualities

It is expected that the HR Generalist & Payroll Manager will:

- Sign and live by Coulee Christian School's **Lifestyle Statement** as a condition for employment and continued employment in this ministry.
- Be an enthusiastic visionary, encouraging, self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his or her own mistakes and take measures to correct them.
- Be servant-hearted & willing to assist others.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Place his or her school ministry ahead of other jobs, coaching or volunteer activities.
- Be able to meet the physical demands of the position as outlined in Coulee Christian School's **Physical Requirements** for this position or negotiate reasonable accommodations with Supervisor.

Essential Job Functions - Accountabilities

It is expected that the HR Generalist & Payroll Manager will:

Spiritual Leadership

- Possess a conviction of God's calling to the Christian school ministry.
- Follow the Matthew 18 principle in dealing with conflict.
- Serve as a model to staff of how a spiritual leader within a school community practices Spiritual disciplines and demonstrates fruits of the Spirit in everyday situations.

Academic Leadership

- Have knowledge of Coulee Christian School's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of performance.
- Participate in ongoing professional development.
- Establish and communicate clear objectives for all Human Resource activities.
- Understand strengths, weaknesses, and needs of staff and have the ability to communicate these to administration.
- Read and stay abreast of current topics in Human Resources.

Administrative Leadership

- Know the procedures for dealing with emergency situations in the school. Conduct required emergency safety drills in coordination with school leadership.
- Report safety, health, and maintenance needs that are observed to appropriate individuals.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Communicate regularly via phone, email, and/or text with staff regarding any related Human Resources issue.
- Create job postings, job descriptions and offer letters for prospective employees.
- Update job descriptions for all employees annually, as needed.
- In conjunction with marketing team, schedule participation of administrators at job fairs.
- Coordinate interviews with appropriate supervisors and assist with reference checks for potential candidates.
- Manage all new hire paperwork, including background checks, payroll documents, contracts, coordinate training, orientations and following up on missing or incomplete documentation.
- Manage all terminated employee paperwork including IRA account information, exit surveys, separation agreements, severance agreements, life/health insurance portability coverage, and associated documentation.
- Create contracts and compensation plans for employees annually, as needed.
- Manage new and terminated employee data in the payroll system.
- Meet with all new hires to review the Employee Handbook and other onboard documents.
- Assist with annual updating and editing of the Employee Handbook.
- Assist with annual updating and editing of the Administrative Handbook.
- Communicate about upcoming payroll deadlines to all hourly staff.
- Coordinate timesheet entry for each payroll period.
- Process and submit payroll via the payroll system.
- Oversee record keeping of paid time off and paid sick time benefits in the payroll system.
- Manage staff training logs and make sure all staff complete required training (Mandated Reporter, GCN, CPR, etc.).
- Manage staff driver files and make sure all staff have credentials required to be a Staff Driver.
- Update and maintain staff spreadsheets for all Human Resources and Payroll functions.
- Coordinate annual performance evaluation, verify completion & file documentation.
- Manage personnel, payroll, driver, and emergency/medical contact files of employees.
- Manage training due and background checks of ongoing employees.
- Assist with coordination & data entry related to retirement, life/health insurance, work compensation and HSA benefits.
- Maintain school compliance with federal & state postings.
- Prepare for & work with auditors for Coulee Christian School's three annual audits.
- Administrative tasks as required by School Administration.

Minimum Requirements:

It is expected that the HR Generalist & Payroll Manager will:

- One or more years of administrative experience.
- Excellent attention to detail.
- Strong character & integrity in managing confidential staff and family information

Working Relationship and Scope:

Reports directly to the Supervisor noted above. Works closely with all school staff members.

Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed & Signed name of Employee Date

Printed & Signed name of Supervisor Date