

## **JOB DESCRIPTION**

### *Payroll and Human Resources Coordinator*

Reports to: Director of Finance and Human Resources  
Employment Status: Non-exempt, hourly  
Membership: Required to be a member upon hire

## **POSITION SUMMARY**

The Payroll and Human Resources Coordinator is a Christ-centered individual, strong and growing in his or her faith, a student of the Bible, “above reproach” (I Timothy 3 and Titus 1), and active in the church. He or she should be currently demonstrating a “missional” life and have a passion for seeing The Bridge be connected in community, and effectively serving out in the community—all in pursuit of a genuine, authentic relationship with Jesus Christ. The candidate should be relationally driven and passionate about equipping the church for missional living. He or she demonstrates an externally focused life, applying their own God-transformed life to impact the lives of others.

This position is responsible for payroll, human resources and general office administrative duties. Primary responsibilities include maintaining payroll system and running bi-weekly payroll to ensure employees are paid in an accurate and timely manner, and general human resource and benefits administration.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Actively support and implement the church wide vision through entire ministry area
- Time tracking including time off and record keeping
- File I-9's in compliance with federal record retention requirements
- Maintain payroll system ensuring all data is up accurate and up to date
- Bi-weekly payroll processing and payroll tax reporting
- Annual W-2's
- Ensure compliance with Affordable Care Act
- Assist in documenting policies and procedures as assigned
- Responsible for onboarding newly hired employees to include: employee handbook overview, employment documents, and benefit enrollment
- Create and maintain complete and confidential personnel files
- Process, verify and maintain personnel activity documentation in compliance with federal record retention requirements (i.e. staffing, recruitment, training, grievances, performance appraisals)
- Employee Benefits Administration
- Proactively staying up-to-date with human resource and labor laws
- Ensures the employee handbook is up to date and applicable
- Collaborate with the Human Resources Consultant
- Additional duties as assigned

## **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES)**

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree to The Bridge's missions statement, values and confessions of faith
- Must be able to uphold and support the mission statement, values and confessions of faith
- Bachelor's degree in related field and two or more years of payroll experience
- Equivalent of education and/or experience will be considered
- Previous experience using an automated payroll system
- Ability to apply discretion and trust keeping strict confidentiality

- Attention to detail and ability to maintain high level of accuracy in preparing and entering payroll data
- Ability to effectively apply analytical and problem solving skills
- Track record of reliability, dependability and conscientious work habits
- Proficient in Microsoft Excel and Word
- Ability to work independently with little supervision
- Ability to organize and prioritize effectively
- Ability to adapt and work efficiently in a rapidly changing dynamic environment with deadline pressures

## **ABOUT THE BRIDGE**

The Bridge is an externally-focused church seeking to embrace our “sending” by Christ into our community and world in order to see people redeemed and transformed for His glory. Our mission statement is: “Inviting the striving to something really real.” Guided by the Holy Spirit, we are a people who are a manifestation of the gospel and who seek to become stewards of the transforming message of God’s love and grace as we invite God to invade and inhabit every moment of our lives.

Founded in September 2003, The Bridge has sought to grow primarily through salvation. Currently, our total attendance (including the children’s program) is 2,300 on a given weekend—and we continue to grow. The Bridge desires that all of our attendees become true disciples of Jesus Christ. Discipleship is about living out a life of radical obedience to Christ and being transformed by His Word through His grace. At The Bridge, people experience that life transformation and an ever-deepening relationship with Christ through “Big Group” (main worship service) “Small Group” (weekly community groups meeting in homes) and “No Group” (personal devotional time in God’s Word).

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

## **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.