



<b>Title of Position</b>	HR Manager
--------------------------	------------

**Supervisor:** Business Director

**Hours:** 40 hrs/week

**Salary:** Full-time, Exempt

**Required Meeting Attendance:**

- Church Attendance: Attend Open Door Fellowship Church for one year
- Open Door Fellowship quarterly chapel service
- Open Door Ministries staff meetings (one meeting and one training/month)

### Job Purpose

The HR Manager assists the Business Director in ensuring the smooth operation of the ODM office. The primary function of the HR Manager is to oversee human resources related tasks including hiring, PTO and benefits. Other tasks include assisting with some accounting functions and running payroll each month.

### Duties and Responsibilities

- Employee benefit administration (health insurance, retirement and workers comp)
- Maintain personnel records
- Maintain employee handbook
- Maintain paid time off requests and approvals
- Maintain employee paid time off system
- Maintain time clock software, input manual entries
- Process monthly salary and hourly payroll
- Oversee the hiring process including coordination with supervisors, making sure job postings are up to date, sending salary information and job offers
- Network and connect with schools and churches about current job openings
- Complete new employee paperwork
- Set up new employees with office equipment (telephone & copier), schedule trainings as needed
- Provide monthly staff support reports
- Run background checks as needed
- Assist with annual audit preparation

- Assist with budget preparation as it pertains to employee salaries and benefits
- Assist with fundraising event accounting functions
- Assist with some accounting functions (approving accounts payable and bank deposits, scanning of checks and bank runs)
- Attend new staff development meetings once a month for first year of employment
- Attend staff development meeting (culture club) monthly
- Attend ODM/ODF quarterly Chapel and ODM monthly staff meetings
- Attend Open Door Fellowship for one year as full time staff
- Other duties as assigned

### **Qualifications**

- Bachelor's degree (B. A.) from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Payroll experience preferred
- Knowledge of Excel preferred
- Good written and verbal communication skills

### **Intangibles**

- Lead in being a heartfelt team member of the Open Door Ministries staff
- Show evidence of a daily walk with Christ
- Show respect for the leadership and members of Open Door Fellowship
- Cover those in your area of leadership with prayer
- Show respect for the leadership and members of Open Door Fellowship Church
- Exhibit professionalism and integrity
- Commitment to excellence as one of the public faces of the ministry

### **Work Environment and Physical Demands**

- This job involves sitting, standing, climbing stairs and walking
- This job regularly involves lifting up to 10 pounds