



## Human Resources Specialist Job Description

**Position:** Human Resource Specialist

**Reports to:** Minister of Finance & HR

**Supervises:** No supervisory responsibilities

**Worksite:** This is an in-person position, located at 103 West Columbia Street, Falls Church, VA 22046.

**Salary:** This is a full-time (40 hrs/wk) position with generous benefits. Salary ranges from \$40,000 to \$55,000 based on qualifications and experience.

**Hours:** Monday through Friday; 8:00 am to 4:00 pm with some flexibility

### About Columbia Baptist Church

Columbia's mission is to ignite passion for Jesus Christ from Metro Washington to the world. The church employs over 100 staff members to lead the congregation in fulfilling its mission.

### Human Resources Specialist Position Summary

The Human Resources Specialist is responsible for providing HR support for all of the church's ministries, including the preschool Child Development Center, grade school Camp Columbia and SBARTS fine arts ministry.

### Areas of Responsibilities and Tasks

Below is an overview of main responsibilities and tasks:

1. **Recruiting.** Working with hiring managers, draft job descriptions, post positions on job websites, review and screen candidates, assist with interview scheduling and perform background checks. For ministries subject to licensing standards, ensure that the hiring process is in compliance with the licensing standards.
2. **Onboarding.** Lead the employee onboarding process by conducting new employee orientation, collecting new staff employment forms, adding new staff to the payroll system, and coordinating administrative support such as building, computer and phone access.
3. **Staff file maintenance.** Create and maintain employee staff files, ensuring that the files are complete and compliant with all applicable laws and regulations. Properly store the staff file of former employees. For all staff subject to licensing

- standards, ensure that their staff files are compliant with the licensing standards.
4. **Payroll.** Perform the semi-monthly payroll process by reviewing timesheets, entering any needed adjustments into the payroll system, running the payroll cycle, reviewing the draft payroll for accuracy, submitting the payroll for payment, and maintaining the supporting documentation.
  5. **Compliance monitoring.** Ensure that all staff subject to licensing standards are compliant by monitoring the licensing requirements, tracking staff member compliance, notifying staff of needed renewals, and arranging for needed training.
  6. **Leave Management.** Monitor staff leave balances to ensure that staff are accruing, using and recording their leave accurately.
  7. **Benefits.** Oversee the church's benefits program by explaining the benefits options to new staff, collecting and processing new staff benefits elections, carrying out the annual benefits re-enrollment process, and responding to questions from staff about benefits.
  8. **Employment law.** Maintain familiarity with and changes to key provisions of employment law. Communicate significant changes to church staff.
  9. **Staff Liaison.** Respond to HR-related questions from staff as they arise and provide periodic training on HR-related topics.
  10. **Other duties as assigned.** Support the Finance Office and the church's Administration team as assigned.

### **Educational Background and Experience Desired**

- Bachelor's degree in human resources, business administration or related field
- Certification in Human Resource Management
- Previous experience working in human resources

### **Skills Desired**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience with payroll software
- Ability to handle confidential information with discretion
- Strong knowledge of HR principles, practices, and regulations
- Ability to self-manage tasks
- Strong attention to detail and organizational skills
- Excellent interpersonal and communication skills
- Empathic and approachable manner
- Proficient in Spanish

### **Faith Requirement**

As a team member, you are agreeing with and committing to act in accordance with Columbia Baptist Church's mission, values and identity, specifically by living an authentic Christian life as evidenced by regular Bible study, prayer, and consistent participation in a church community for spiritual growth and fellowship.