

Position Description

Mountain Christian Church

Compensation & Benefits Specialist

Purpose of Mountain Christian Church

To make disciples, more and better disciples

Goal for Mountain Staff

To have a team that is good at what they do, loves what they do, and loves the people they're doing it with.

Purpose of the role

This role performs essential personnel administration with direct relation to employee onboarding, compensation and benefits, specifically for The EPICENTER.

Principle Function

Provides essential support directly to all staff members at The EPICENTER in the area of compensation and benefits (Medical, Dental, Vision, Prescription, Paid Time Off). Conducts onboarding and offboarding of employees. Performs payroll and related reporting for all staff.

This position is a part-time position that works 20 hours per week and is classified as an hourly position.

Role Level

x	Team Member (a person who leads themselves and potentially volunteers)
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Role Association

x	Ministry Support Team , serving broadly in support of all campuses.
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Competencies

All Team Members should be able to:

- **Communicate well.** Communicate well in both writing and speech across multiple organizational levels.
- **Use technology effectively.** Use core technology systems and program used by the church (including but not limited to Microsoft Office)
- **Execute ministry.** Perform the most basic forms of ministry within your ministry context/area.
- **Manage work effectively.** This person must be able to make steady progress on long-term goals while simultaneously managing various short-term concerns. Must effectively manage the tensions between "urgent" & "important," tasks & relationships.

As a leader of volunteers, this person should be able to:

- **Develop people.** This person must create an environment of high invitation and high challenge where those under their leadership are supported, valued, equipped, and called forward in their discipleship journey and vocation.
- **Build teams.** Invite, assimilate, equip, edify, and transition people into meaningful ministry roles. This requires the ability to delegate.
- **Lead from here to there.** This person must be able to see a vision of where the team needs to go, assess the reality of the current situation, and make and execute a plan to get from where we are now to where we want to be. This requires problem solving, creativity, strategic thinking, managing change, risk-taking, care for people, and wisdom.
- **Identify & communicate ministry-specific values/vision/processes/systems.** The leader must establish direction and goals for their specific ministry and create the structures that help support the vision and

its execution. This requires critical thinking across micro and macro levels of the ministry to create processes to make ministry happen.

- **Evaluate & improve.** Evaluate all aspects of ministry, systems and staff and give edifying feedback that leads toward improvement. This includes conducting staff performance evaluations.
- **Deal with conflict & lead through tension.** This person must have a keen sense for when something is “off” or “smells funky” and be willing to engage. They should have a knack for diffusing tension, helping people refocus on what matters, and building unity amidst a diversity of people. This person must protect the mission from conflict and tension that sap energy and distract from the main thing.
- **Manage ministry budget & allocate resources.** Manage and allocate financial and human resources within boundaries.
- **Stay organized.** This is a multi-faceted position that demands multi-tasking. This person must be able to prioritize and manage time and resources well.

The following competencies are specific to this role:

- Bachelor’s degree in Human Resources Management, Business Management or closely related field.
- At least 3 years work experience.
- Detailed knowledge and experience in HR in the area of payroll and benefits management.
- Ability to interface well with and support staff. Knowledge of Paycom preferred.
- Knowledge of group offered insurance and retirement plans.
- Intermediate proficiency in Microsoft Office Suite.

Responsibilities

This person’s responsibilities are as follows at Mountain Christian Church:

- Manage HR system administration for all employees at The EPICENTER.
- Manage onboarding, transition, and offboarding processes for all employees
- Lead management of health insurance, retirement plans, and other additional insurance offerings
- Perform payroll management, processing, and reporting
- Manage Worker’s Compensation audit, claims and reporting for staff
- Enter compensation changes
- Handle user access in HR system
- Interface with benefit and retirement vendors, brokers and Third Party Administrators
- Coordinate open enrollment for health and other insurances
- Reconcile invoices from vendors to submit for payment
- Evaluate currently offered benefits and research new plans/cost savings
- Update and maintain Staff handbook
- Maintain employee records according to IRS regulations and retain confidentiality
- Fulfill other responsibilities and tasks as assigned.

Hours/Compensation/Benefits

- Salary: \$21.60 - \$31.25 per hour depending on experience
- Excellent benefits package including 80 hours paid time off and up to 10 paid holidays falling on normal work days for the position.
- Option to contribute to the employer’s 403B plan

Contact

Please submit resume to jobs@mountaincc.org