

Human Resources Position

Summary

Covenant Christian School is first and foremost a ministry. All employees serve God in their various capacities to ensure an excellent and Christ centered education for our students and families. The Human Resources Manager serves all of the employees of the school by providing services and information related to their compensation and benefits. The HR Manager reports directly to the Finance Director. Beyond the duties mentioned below, the HR Manager also assists the director with any additional tasks as needed to carry out the overall tasks of our Finance Department.

Essential Duties and Responsibilities

- CREATES WOW by anticipating needs and wants, being prepared, being continuously enthusiastic
- Organize & maintain incoming employment applications and coordinate interviews/committees
- Coordinates the distribution and collection of new hire and termination paperwork on all employees
- Coordinates and directs orientation for new employees
- Processes changes in employee status, pay, benefits, etc. ensuring data is complete and entered into the system correctly
- Maintains knowledge of industry trends and employment legislation and ensures organization's compliance
- Annual reviews and makes recommendations to executive management for improvement of the organization's policies, procedures and practices on personnel matters (communicate with supervisors and maintain review records)
- Answers employee questions regarding benefits as they arise
- Creates and maintains employee personnel files
- Collects insurance enrollment change notices from employees, transfers information to insurance carriers, and ensures receipt of information from insurance company
- Communicate regarding open enrollment for health insurance
- Assists with COBRA administration by notifying eligible persons and enrolling participants

- Notifies 403(b) and insurance carriers of employee changes and terminations
- Responds to unemployment and Worker's Compensation claims
- Attends staff and department heads meetings
- Maintains I-9 records and W-9 records
- Arrange substitutes for teachers using a software program
- Keep up with employee absences

Qualifications

- Customer service attitude
- Must be able to keep all employment related information confidential
- Must be able to maintain a professional relationship with employees
- Ability to multitask

Education/Training/Experience:

- Bachelor's degree in Human Resources or related field
- Minimum 5 years of experience in an HR related field
- PHR or SPHR preferred
- Thorough knowledge of State and Federal laws governing Human Resources practices
- Proficiency in computer software including Microsoft Word, Excel, QuickBooks, Google
- Must have strong organization skills and the ability to maintain high confidentiality