

Job Description



Job Title:	HR Manager
Reports To:	CFO & Vice President of Administration
Department:	Administration
Campus:	Downtown
Exempt Status:	Non-Exempt
Position Type:	Full-time, At Will
Employee Type:	Staff
Number of Hours per Week:	30-40

Aim:

The HR Manager for Bethlehem College and Seminary shall earnestly seek to spread a passion for the supremacy of God in all things for the joy of all peoples through Jesus Christ by overseeing and managing Human Resources. The HR Manager shall maintain a Christian spirit of love and service toward the Bethlehem College and Seminary staff, faculty, and students, in accordance with Bethlehem College and Seminary's mission and *Community Declaration*.

Qualifications:

1. Model servant leadership and exhibit a helpful, joyful attitude.
2. Sustain a vital, growing relationship with the Lord through personal and corporate worship, study of God's Word, prayer, and regular, ongoing fellowship with believers at Bethlehem.
3. Seek to undertake duties in the power of the Holy Spirit, undergirded with prayer, guided by the Scriptures, and manifesting the character of Christ for the glory of God.
4. Be a member in good standing of Bethlehem Baptist Church ("BBC"), The North Church ("TNC"), or a local Treasuring Christ Together church, or, if not a member when initially hired become a member as soon as possible, ideally completing the membership process within three (3) months of the date that employment begins. (Exceptions may be considered by administration for other like-minded churches.)
5. While ensuring first loyalty is to God and the Word, support the leadership (board of trustees, president's cabinet, and deans) of the school generally and specifically for specific area of employment. Strive to maintain positive and fruitful relationships with other Bethlehem employees, leaders, and students. While concerns or differences of opinion may arise, all employees will communicate in a biblical manner and abide by appropriate supervisory direction and any final determinations of the President's Cabinet.

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6. Have the vision and organizational skills necessary to work effectively within the context of a church-based school and large church with multiple staff members and ministries.
7. Strictly maintain appropriate confidentiality according to the guidelines set forth in the *Employee Handbook*, *Community Declaration*, and the church's *Relational Commitments*.
8. Sign our *Employee Handbook* Acknowledgement Form, Mediation and Arbitration Agreement, and must comply with all applicable school policies.
9. Give servant-hearted support to specific area(s) of departmental service as well as to the broader needs of Bethlehem College & Seminary.
10. Have experience with Apple, Microsoft Office, and Google software.
11. Have a good understanding of the people, projects, and work under his/her responsibility and demonstrate faithfulness and good follow-through both in collaboration with other school partners and in independent efforts related to his/her role.
12. Demonstrate a commitment to personal and professional growth by attending appropriate training, development, and team-building events.
13. Have payroll and HR experience.
14. College degree preferred.

Requirements:

Should be ...

1. A self-starter and an initiative-taker
2. Detail oriented
3. Flexible
4. Able to manage stressful situations
5. Familiar with Bethlehem ministry values, ethos, and priorities
6. Eager to serve in both humble, unseen and visible, discernible ways
7. Proactive in communicating with others on a team

Should have ...

1. Excellent interpersonal skills
2. Excellent written, and verbal communication skills
3. Excellent time management and organizational skills
4. Excellent math skills
5. Excellent knowledge of human resource concepts, rules/laws, and processes
6. Understanding of payroll processes
7. Excellent administrative skills
8. Excellent attention to details while managing priorities under the pressure of tight deadlines and multiple projects
9. Computer competence
10. Team orientation, collaborating well with others
11. Strong creative and conceptual thinking
12. In-depth problem solving and follow-through skills

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13. Ability to exercise sound judgment within established guidelines
14. Ability to work well under direct supervision or independently with minimal instruction

Responsibilities:

The HR Manager will oversee, manage and direct all human resource operations for the school in coordination with the CFO & VP of Administration.

Human Resources Manager

Payroll:

Daily:

1. Download and/or update deductions and benefits worksheets.
2. Assist employees with deduction and benefit changes.
3. Maintain payroll employee database.

Biweekly:

1. Process payroll.
2. Prepare check requests for deductions and benefits.

Monthly:

1. Reconcile monthly benefit statements and vendor billing.

As Needed:

1. Provide retirement information and reports as needed.
2. Provide other information and reports as requested.

Human Resources:

Daily:

1. Keep employee files and records (paper and database) up-to-date.
2. Help employees with changes to their personal information, pay or benefits.

Monthly:

1. Coordinate the 403b plan in conjunction with the BBC Operations Coordinator.
2. Correspond (as needed) with OneAmerica and 401k Plan Professionals in coordination with Bethlehem Baptist Church; provide any information or complete any tasks requested.

Annually:

1. Manage all hirings, terminations, leave of absences and sabbatical leaves.
2. Ensure legal compliance for local, state, federal requirements.
3. Provide HR advice to supervisors as needed for performance or administrative issues that arise.
4. Coordinate (if performed) the Best Christian Workplace Institute survey and communicate results to leadership.

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5. Review annual rollovers for staff (vacation, Minneapolis mandated sick time, etc.). Confirm what was earned and lost. Apply changes resulting from seniority dates or benefit negotiations. Remind employees in fall to use what they cannot carry over.
6. Assist with the preparation of performance evaluation documents and conversations.
7. Update job descriptions.
8. Work alongside the CFO & VP of Administration and other Bethlehem entities on annual benefits enrollment strategy, renewal, and pricing.
9. Develop materials for, communicate to staff/faculty and manage annual benefits enrollment.
10. Create annual holiday schedule and notify staff.
11. Create annual pay period schedule and notify staff.
12. Coordinate and assist in communicating annual pay changes

As Needed:

1. Help to educate staff on our Human Resource processes.
2. Help employees update or enroll in benefits as they become available.
3. Employment verifications.
4. Coordinate employee recruiting and onboarding.
5. Hire student employees and faculty adjuncts.
6. Coordinate contracts for adjunct faculty.
7. Coordinate with Bethlehem Baptist Church Human Resource Staff.
8. Assist with continued development of employee and faculty handbooks, and policies and procedures manuals.
9. Assisting with the orientation and training of new all-school staff.
10. Recommend new systems and procedures, and/or best practices as appropriate.
11. Maintain vendor contracts and relationships in cooperation with other Bethlehem entities.
12. Assist in the development of overall HR strategy

Assist the President:

1. Provide administrative assistance on human resources matters to the President, seeking to reduce or more effectively manage workflow, help organize workload, and create more efficient systems of organization for the school.
2. Field questions on behalf of President and re-direct to other staff and faculty as needed.
3. Assist the President with various administrative needs.