



POSITION DESCRIPTION
HUMAN RESOURCES SPECIALIST – OPERATIONS
PAYROLL AND BENEFITS
Classification: Full-Time, Non-Exempt

A. WESTWOOD'S VISION

We demonstrate God's love in creative and compelling ways that lead people to know God, worship Him authentically, connect relationally, grow spiritually and serve joyfully.

We are a community with open hands, receiving from God all He wants to give, believing that He wants to give us a lot. And with open hands we give it away, believing we cannot out-give God.

B. AREA PURPOSE

The Operations area exists to give a base from which all Ministry Areas can function. It provides procedures, systems, resources and financial accountability.

C. ROLE

The Payroll and Benefit Specialist administers the activities relating to the church's payroll, benefits and HRIS processing including developing, implementing, and monitoring audit and control processes to ensure wage, benefit deductions and taxes are accurate.

D. RESPONSIBILITIES-PAYROLL

1. Process payroll for hourly, salaried, and temporary employees; including reviewing and importing hours from time and attendance system, entering tax and direct deposit information, administering regulatory requirements, e.g., garnishments, tax levies, and support orders, and other adjustments to pay, as necessary.
2. Implement and maintain payroll best practices to improve efficiency and consult with human resources team to improve payroll and HRIS processes.
3. Assist HR Manager with evaluation and implementation of payroll/HRIS systems upgrades and changes.
4. Prepare quarterly tax credit reports and submit to third party vendor.
5. Maintain up-to-date personnel and benefits records in payroll/HRIS systems.
6. Administer the time and attendance policy and paid leave policy for all employees.
7. Produces scheduled and ad-hoc reports pertaining to payroll and human resources requirements.
8. Supports the annual review process as requested to assure timely reviews and payroll adjustments.
9. Maintain personnel files for active and terminated employees.

E. RESPONSIBILITIES-BENEFITS

1. Administer all employee benefit programs including enrollments and terminations.
2. Assists HR Manager with new employee onboarding process and presents benefits presentations to ensure employees gain an understanding of benefit plans and enrollment provisions.

3. Plans, conducts and reports results of audits to ensure all enrollments are accurate and that dependent information is correct for each employee and works closely with Accounting for quarterly and year end audits (payroll, Workers Comp, 401k, etc.).
4. Address benefit inquiries to ensure timely and accurate resolutions. Maintains contact with employees and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
5. Assist HR Manager with annual re-enrollment by updating rates sheets and handouts, assembling information packets and processing changes in HRIS.
6. Process monthly billings from providers. Reviews billings for accuracy and approves for payment in a timely manner. Resolves discrepancies with carriers and payroll.
7. Coordinates COBRA enrollments/changes with Westwood's Third Part Administrator (TPA) and responds to and manages workers compensation cases.
8. Assists in maintaining employee benefits handbook and other HR related forms.
9. Align to and live out the Westwood Staff Values:
 - We Live & Breathe Jesus
 - We > Me
 - We Are Developers
 - We Bring Our Best
 - We Are Always Learning
10. Other projects or job duties as assigned.

F. RELATIONSHIPS

1. Reports to the HR Manager.
2. Coordinates closely with the HR Staffing and Employee Relations Specialist.
3. Supports the Accounting Manager and Accounting staff.
4. Works with Operations Team, all Westwood staff, members and volunteers.

G. QUALIFICATIONS

1. Baccalaureate degree (preferred).
2. PHR or SPHR Certification is a plus.
3. Previous experience in human resource positions in secular or Christian setting, with specific experience in people development and managing systems.
4. Gift of Administration (preferred).
5. Ability to lead, work with teams, think conceptually as well as in specifics, negotiate well with diverse publics, demonstrate good spoken and written communication skills, and be organized and detail-oriented.
6. Endorse and support the Statement of Faith, the traditional evangelical theology for which Westwood stands and the Westwood Profile.
7. Remain a member in good standing at Westwood.
8. Ability to handle confidential information professionally.
9. Ability to relate to other Westwood staff and church attenders at large.