



Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America
UP with God. IN through Community. OUT for the World.

Position Title	Human Resources Manager
Classification	Exempt, 30 hours per week
Team	Finance
POP Values	<p>Faith: We value growing in our relationship with God</p> <p>Christ Centered Community: We value relationships in which we grow together to celebrate one another's joys and bear one another's burdens.</p> <p>Service: We value providing for the needs of others in Jesus' name</p>
Core Purpose	The Human Resources Manager manages the hiring process, ensures compliance with policies and employment law, and manages the performance review process. This position also includes payroll operations, administration of benefits, and accounting functions related to payroll. This position completes mandatory reporting, administers leave benefits, disability, workers compensation, flex and HSA plans and pension benefits for Prince of Peace staff and CDLC preschool employees.
Essential Functions	<ul style="list-style-type: none"> • Develop programs and policies/procedures focused on the Prince of Peace organization. • Meet compliance with all related employment laws. • Ensure the recruitment, screening, and selection of qualified staff and the administration of effective orientation and employee relations that supports managers, supervisors, and employees. Process new hires and conduct new hire orientation. • Work with the Finance Director to maintain a salary administration program and administer a benefits program which fairly compensates employees for work performed. • Oversight of a human resources information system, which includes the processing of all personnel actions, the control and security of personnel files and records, the input and maintenance of human resources information and the compiling of various management reports. • Develop, maintain, and enhance a performance management system which provides for appropriate and timely appraisal of employee performance and development needs. • Work with the Finance Director on annual employee benefit contract renewals • Manage the annual open enrollment process for benefits and 403b enrollment. • Work closely with senior staff related to human resources issues. • Support leadership through strategic collaboration on issues affecting employees including organizational restructuring, staffing budgets, etc. Provide information and counsel for human resources planning, forecasting and analysis and development.

	<ul style="list-style-type: none"> Evaluate performance of staff and provide counsel, guidance, and training to foster enhanced performance. Ensure that supervisory practices promote fair treatment. Prepare for and meet annually with workers compensation auditor. <p>Ongoing</p> <ul style="list-style-type: none"> Administer the payroll process and reconciliation of benefits, including payroll taxes, HSA and 403b deductions. Review, reconcile and approve monthly insurance invoices. File federal and state quarterly reports. Ensure accuracy of W-2's and yearend tax paperwork. Provide forms and information for benefit changes and process paperwork, process new hire benefits. Process terminations, determining final compensation and/or severance. Administer processing of COBRA and insurance policies for leaves, short- and long-term disability and workers compensation.
Competencies Required	<p>Confidentiality</p> <p>Strong communication and problem-solving skills.</p> <p>Accuracy and attention to detail</p> <p>Strong HR generalist experience including compensation, recruiting, employee relations and benefits management.</p> <p>Ability to accurately meet federal, state, and internal timetables and deadlines on a weekly, monthly, quarterly, and annual basis.</p> <p>Experience in a non-profit environment preferred.</p>
Education and Experience Required	<p>Associates degree in human resources management or related field.</p> <p>Minimum 3 years' experience in human resources</p>
Education and Experience Preferred	<p>Bachelor's Degree in human resources management or related field.</p>
Work Environment	<p>While performing duties, the employee regularly works in a fast-paced environment.</p> <p>This job regularly operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.</p>
Physical Demands	<p>Ability to lift 20 pounds.</p> <p>Ability to sit at the computer for several hours at a time.</p>
Supervisory Responsibility	<p>None.</p>