



Prince of Peace Lutheran Church  
13801 Fairview Drive • Burnsville MN. 55337  
popmn.org

## JOB DESCRIPTION

### Human Resources Generalist

**Reports to: Director of Finance    Status: 0.75FTE    Start Date: June 1, 2024**

**Who We Are:** Prince of Peace Lutheran Church (POP), is an ELCA congregation of 5,600 members located in the southern Twin Cities suburb of Burnsville, MN. At our core we seek to see the Gospel transform lives. We do this through providing robust mission opportunities through our onsite food shelf and dental clinic, providing thought provoking sermon series, traditional and contemporary worship geared for excellence, and learning and personal growth opportunities for all ages.

All new hires are filtered through a lens of organizational culture fit. To that end, all staff are expected to live into and embrace the following core values:

1. **Dedication and Passionate** in service of the Gospel of Jesus Christ; increasing *trust* through *collaboration* that builds *honest vulnerability*, sustaining our dedication and passion for the Gospel of Jesus Christ.
2. **Innovative** for the purpose of reaching more people with the Gospel of Jesus Christ that *empowers* staff ownership that seeks *accountability*.
3. **Dependable** in our fulfilling work expectations while engaged in *grace* filled relationships with staff, volunteers, and members.
4. **Relational and Personable** in all our interactions; treating one another with *equity* and *respect*.
5. **Lead with Yes** to create open pathways for the Gospel of Jesus Christ to thrive in our lives while being open to other *perspectives* than our own.

**Job Summary:** The Human Resources Generalist will support Prince of Peace in its mission and ministry utilizing exceptional administrative skills and knowledge of HR best practices and relevant labor laws. Prince of Peace has made a significant investment into the Paychex platform, which allows for a central portal containing: Flock and the administration of benefits, annual reviews, company policies and procedures, time keeping functions and time off requests, and payroll production.

#### Essential Functions:

- FMLA administration
- Employee relations intake
- Maintaining a knowledge base of relevant labor laws and keeping abreast of regulations
- Posting of jobs to internal/external channels, recruiting, initial phone screening
- Process new hires into payroll system, conduct new hire orientation

- Process terminations – determining final compensation and/or severance, COBRA benefits
- Administer Prince of Peace Personnel Policies
- Administer insurance policies for leaves, short/LTD, workers comp
- Review, reconcile and approve monthly insurance invoices
- Prepare for and meet with auditors/workers comp auditors annually
- Ensure accuracy of W-2's, file year-end tax paperwork

**Core Competencies:**

Confidentiality. Strong communications and problem-solving skills. Accurately meet federal, state and internal timetables and deadlines on a weekly, monthly, quarterly and annual basis. Technical knowledge of payroll taxes and benefit administration. Able to communicate effectively with employees regarding their benefits, co-workers, insurance companies and agents on a timely basis. Able to balance scheduled deadlines with variables in employee situations. Needs to be highly skilled in paying attention to details. Competency with Excel, Word, and mail merge functions. Excellent written communication. Familiarity with Paychex Flex platform.

**Other Responsibilities:**

- Attends and participates in weekly staff meetings and chapel.
- Works collaboratively with the entire POP team and provides support as needed to other POP ministries.
- Other duties as assigned.

**Minimum Qualifications:**

- Four-year business degree or an associate degree with four years of experience in duties as stated above. SHRM certification preferred.

**Physical Requirements:**

- Ability to sit or stand for long periods of time. Ability to use a computer and keyboard. Ability to lift up to 20 lbs.

**Salary:** Commensurate with the candidate's experience and training.

**Benefits:** 0.75FTE employees are eligible to participate in the company health plan, 403b plan and will receive a generous time off package that includes vacation, sick, and holiday time.

**Application: Email only.** Send resume and cover letter materials to Kienan Mick, Director of Finance at [kmick@popmn.org](mailto:kmick@popmn.org)

**Prince of Peace encourages diversity in its workforce. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.**

Note: This job description is intended to describe the general nature and level of work to be performed and is not to be construed as an exhaustive list of responsibilities. Any statement contained herein does not establish a contract for employment and may be subject to change at the discretion of the employer.